San Bernardino Community College District
Board Meeting
March 13, 2025
4:00 pm-6:00 pm Pacific Time

Physical Meeting Location:
SBVC B-100
701 S. Mt. Vernon Ave., San Bernardino, CA 92410

Livestream
https://www.youtube.com/@sanbernardinocommunitycoll42/streams

Public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website www.sbccd.edu

Anyone who wishes to address the Board of Trustees on an agenda or non-agenda item may do so pursuant to Board Policy 2350 Speakers. Presentations relating to matters on the agenda shall be heard before the vote is called. Comments on non-agenda items shall do so at the time designated on the agenda. Comments must be limited to three (3) minutes per speaker or 20 minutes on the same, or a substantially similar subject, unless the Board votes to extend the time limit.

If you have questions about access or require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6903 as far in advance of the Board meeting as possible.

I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
III. **CLARIFICATION**
IV. **PRESENTATIONS**
   A. Citizens Bond Oversight Committee Annual Report
   B. San Bernardino Valley College Foundation Presentation
V. **APPROVAL OF MINUTES**
   A. 02-13-2025
   B. 02-27-2025
VI. **RECOGNITION/CELEBRATIONS**

A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance

B. Retirements

VII. **ACTION AGENDA**

A. Approval of Facilities Master Plan 2025-2037

B. Conduct a Public Hearing in Accordance with Government Code 4217

C. Adopt Resolution No. 2025-03-13-FP-01 and Approve an Energy Service Agreement

D. 2025 CCCT Board Election

E. Endorse Nomination of 2025 Classified Employee of the Year Award

VIII. **CONSENT AGENDA**

The Consent Agenda is expected to be routine and noncontroversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

A. **Instruction/Student Services**

1. Curriculum - CHC

B. **Human Resources**

1. Adjunct and Substitute Academic Employees
2. Appointment of District Employees
3. Contracts for Tenure Track Academic Employees
4. Employee Transfers
5. Granting Tenure
6. Non-Instructional Pay
7. Payment of Stipends

C. **Business & Fiscal Services**

1. Conference Request
2. Contracts at or Above $114,500
3. Individual Memberships
4. Surplus Property and Authorize Private Sale or Disposal
5. Surplus Property and Authorization for Donation

D. **Facilities**

1. Acceptance of Withdrawal and Approval of Award
2. Master Services Agreements Task Orders for Bond Construction

IX. **REPORTS**

A. Board Committee & Activity Reports
   1. Board Finance Committee (BFC)
   2. Board Legislative Committee (BLC)
   3. Board Policy & Procedures Advisory Committee (BPPAC)

   Regional & State Reports
   1. Board of Governors (BOG)
   2. Joint Powers Authority (JPA)

B. Chancellor's Report
   1. 2024-2025 SBCCD Strategic Plan: Goal 2 Update

C. Represented Groups (3 minutes per group)
   1. Crafton Hills College Academic Senate
   2. Crafton Hills College Classified Senate
   3. Crafton Hills College Associated Students
   4. San Bernardino Valley College Academic Senate
   5. San Bernardino Valley College Classified Senate
   6. San Bernardino Valley College Associated Students
   7. CSEA
   8. CTA
   9. Police Officers Association

D. Staff Reports (3 minutes per person)
   1. San Bernardino Valley College President
   2. Crafton Hills College President
   3. Executive Vice Chancellor
   4. Vice Chancellor of Human Resources & Police Services
   5. Vice Chancellor of Educational & Student Support Services

X. **INFORMATION ITEMS**

A. Board Master Action Planning Calendar
B. Board Policies for First Reading
C. Budget Revenue & Expenditure Summary
D. Construction Change Orders and Amendments - Bond
E. Contracts Below $114500
F. District Grant Update
G. General Fund Cash Flow Analysis
H. Lexipol Policy and Procedure - 1023 Personal Appearance Standards

I. MOUs between SBCCD and the CSEA
J. MOUs between SBCCD and the CTA
K. MOU between SBCCD and IEHP
L. Professional Expert Short-Term and Substitute Employees
M. Purchase Order Report
N. Resignations
O. Quarterly Financial Status Report
P. Quarterly Investment
Q. Volunteers

XI. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees

B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 3

C. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and (e) of Government Code Section 54956.9
Number of cases: 1

D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 2

E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

XII. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

XIII. **CONVENE CLOSED SESSION**

XIV. **RECONVENE PUBLIC MEETING**

XV. **REPORT OF ACTION IN CLOSED SESSION**

XVI. **ADJOURN**

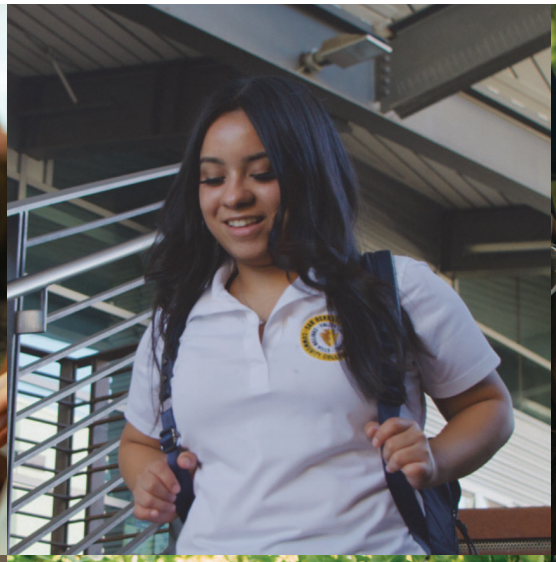
The next meeting of the Board: Board Strategy Session
March 27, 2025, at 4:00 p.m.
SBCCD, Boardroom, 550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

Supplemental Handouts (not part of the agenda)

CHC Report to the Board
EDCT Report to the Board
KVCR Report to the Board
SBVC Report to the Board
TESS Report to the Board

CITIZENS BOND OVERSIGHT COMMITTEE

San Bernardino Community College District
2023-2024 Report to the Community





2023 – 2024 MEMBER ROSTER



Don Averill, Chair
Representing a Senior Organization
Term Ending
June 30, 2025



Dyami Ruiz-Martinez,
Vice Chair
Representing Students,
San Bernardino Valley College
Term Ending
June 30, 2025



Frankie Jimenez
Representing a Business Organization
Term Ending
June 30, 2025



David Raley
Representing a Foundation, Crafton Hills College
Term Ending
June 30, 2024



Jim Mulvihill,
Representing the Community-at-Large
Term Ending
June 30, 2025



Betsy Starbuck
Representing a Tax Payer Organization Term Ending June 30, 2024



Kristin Washington
Representing the Community-at-Large
Term Ending
June 30, 2025

EXECUTIVE SUMMARY

This report details highlights from the San Bernardino Community College District's bond programs, the Citizens' Bond Oversight Committee (CBOC) member roster, CBOC meeting summaries, and expenditures for the SBCCD Bond Program projects for the fiscal year ending on June 30, 2024 (FY 2023-2024). During FY 2023-2024, the Committee met on July 24, 2023, and February 13, 2024.

Consistent with the requirements of Proposition 39 "School Facilities Local Vote Act of 2000", SBCCD Citizens' Bond Oversight Committee was appointed to oversee two voter-approved general obligation bonds:

- Measure M – $500 million bond passed in February 2008, and
- Measure CC – $470 million bond passed in November 2018

The CBOC is required to inform the public about the SBCCD's expenditure of bond proceeds by presenting an annual report to the SBCCD Board of Trustees in public session. In fulfilling this duty, the Committee met to review expenditure reports, hosted the annual organizational meeting, and approved the Annual Report to the Community.

Previous CBOC Reports to the Community can be found at https://sbccd.edu/CBOC-Reports. More information on the SBCCD Bond Program can be found by visiting https://sbccd.edu/Bond-Measures.

STATEMENT OF COMPLIANCE

To the best of its ability, the Citizens Bond Oversight Committee believes that the San Bernardino Community College District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution. Full text available at https://ballotpedia.org/Article_XIII_A,_California_Constitution.

2

CBOC MEETINGS

The committee met two times during the fiscal year.

$165M

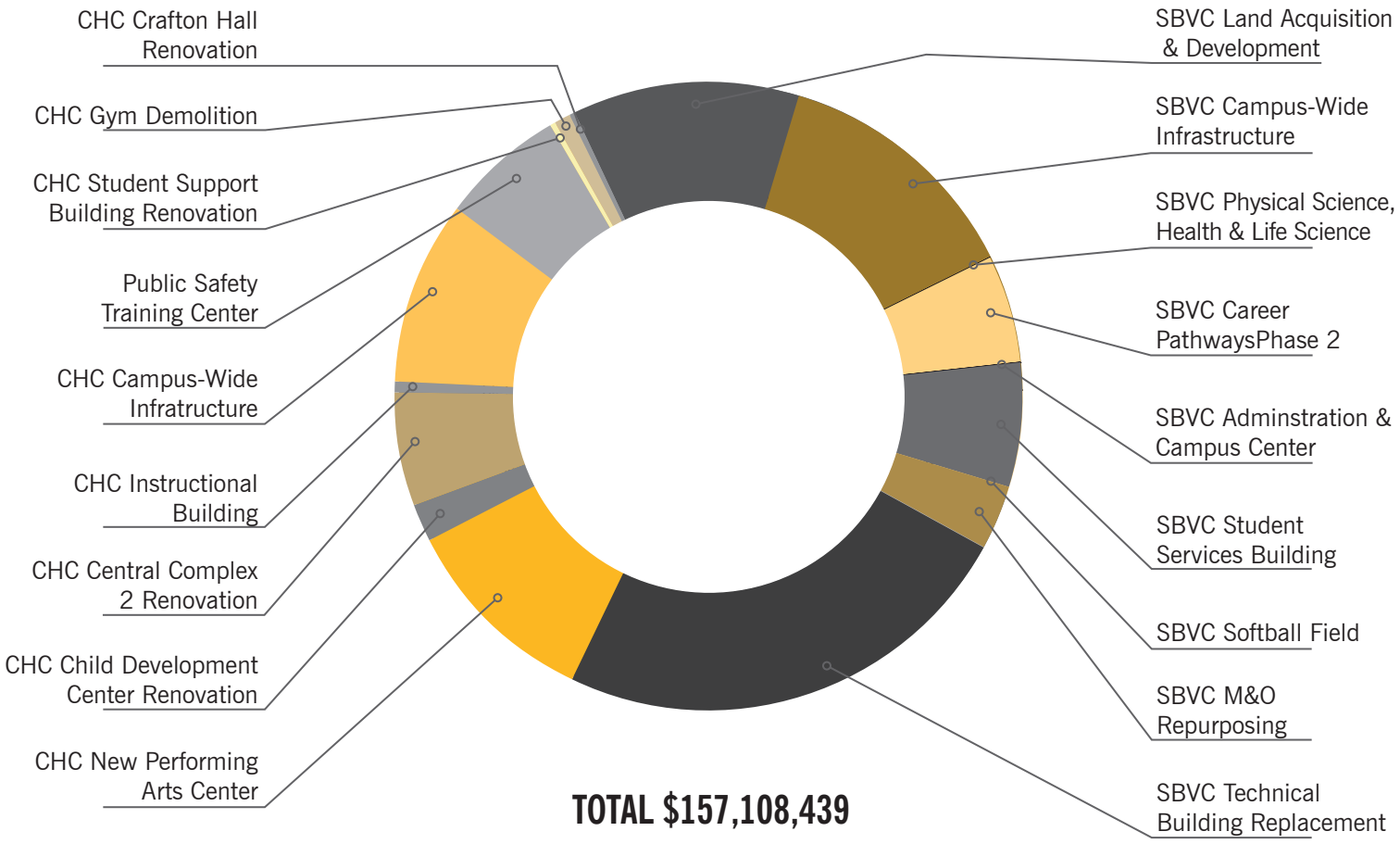
EXPENDITURES

The amount that has been spent on bond projects through FY 2023-2024.

MEASURE CC PROJECT COSTS THROUGH FY 2023-2024

Crafton Hills College	
Crafton Hall Renovation	$538,490
Gym Demolition	$1,599,998
Student Support Building Renovation	$318,930
Public Safety Training Center	$9,928,175
Campus-Wide Infrastructure CHC	$14,901,806
Instructional Building	$699,372
Central Complex 2 Renovation	$9,499,859
Child Development Center Renovation	$2,688,529
New Performing Arts Center	$16,331,432

San Bernardino Valley College	
Technical Building Replacement	$37,810,075
M&O Repurposing	$19,192
Softball Field	$5,322,670
Student Services Building	$9,981,401
Administration & Campus Center	$90,183
Career Pathways Phase 2	$8,911,358
Physical Science, Health & Life Science	$49,453
Campus-Wide Infrastructure SBVC	$20,175,781
Land Acquisition & Development SBVC	$18,241,738

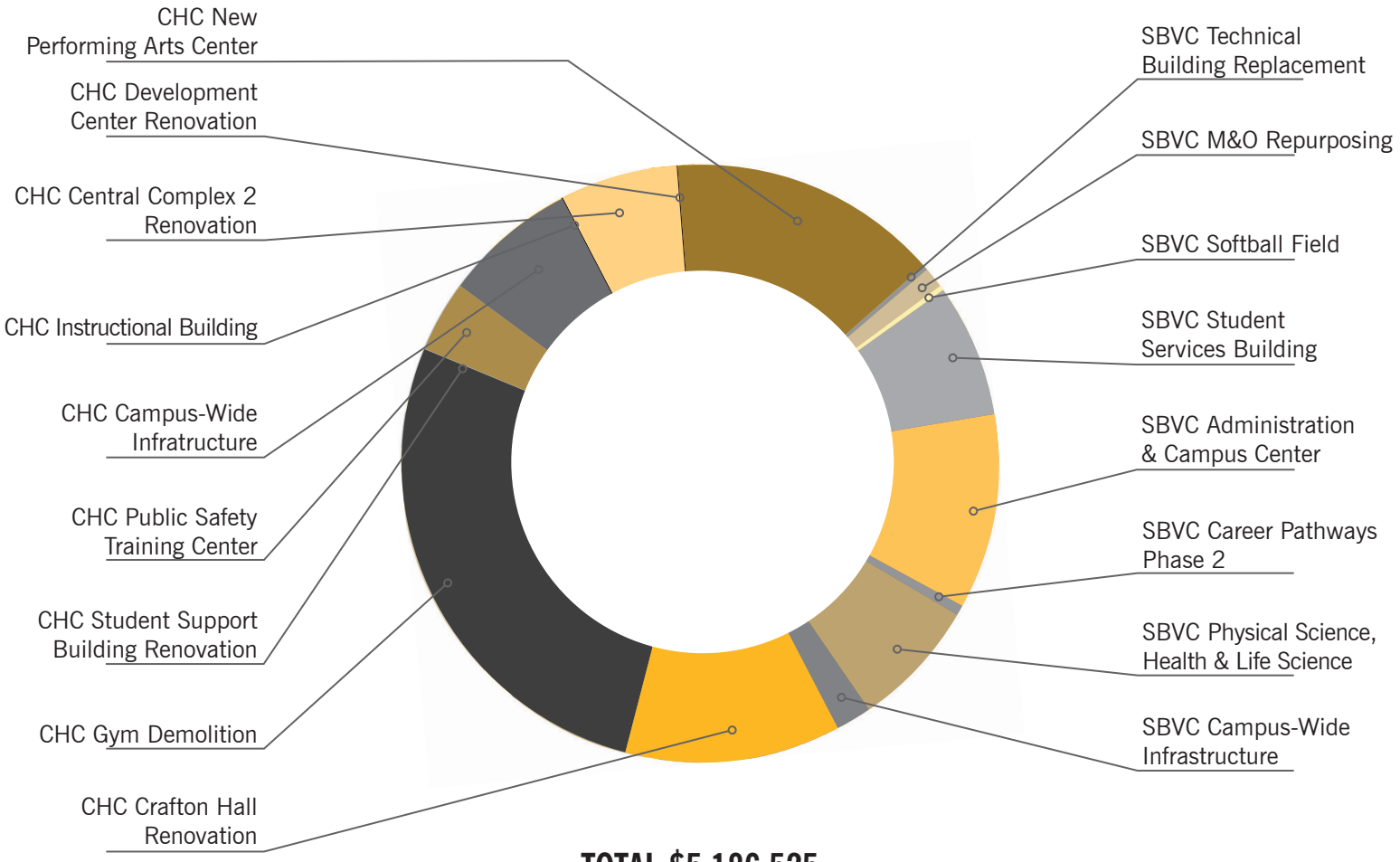


TOTAL $157,108,439

MEASURE M PROJECT COSTS THROUGH FY 2023-2024

Crafton Hills College	
Crafton Hall Renovation	$34.90
Gym Demolition	$38.46
Student Support Building Renovation	$18.80
Public Safety Training Center	$98.10
Campus-Wide Infrastructure CHC	$240,734.44
Instructional Building	$4,855,304.23
Central Complex 2 Renovation	$171.88
Child Development Center Renovation	$36.14
New Performing Arts Center	$411.72

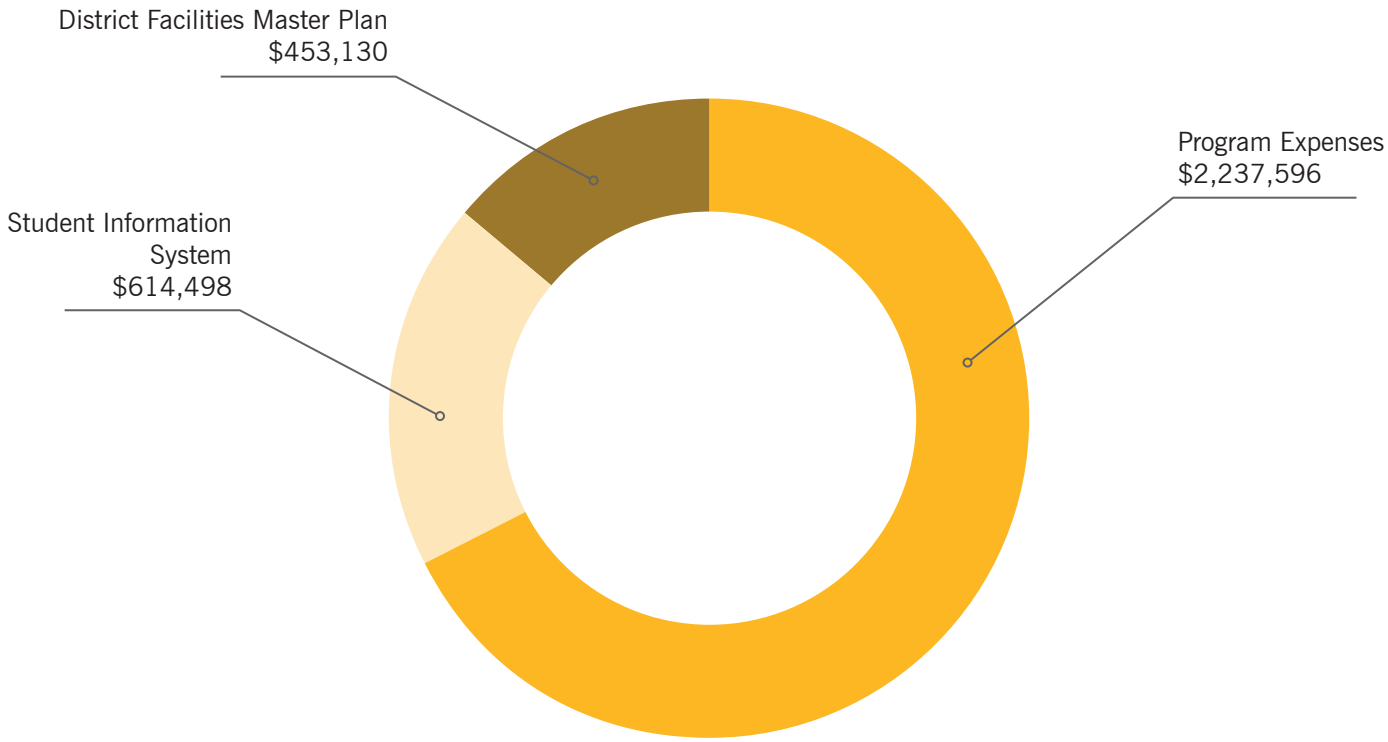
San Bernardino Valley College	
Technical Building Replacement	$983.38
M&O Repurposing	$29,234.94
Softball Field	$61.08
Student Services Building	$961.46
Administration & Campus Center	$2,935.04
Career Pathways Phase 2	$801.68
Physical Science, Health & Life Science	$54,357.85
Campus-Wide Infrastructure SBVC	$341.38



TOTAL $5,186,525

COSTS SPLIT BETWEEN BOTH MEASURES THROUGH FY 2023-2024

Districtwide Expenditures	
Program Expenses	$2,237,596
Student Information System	$614,498
District Facilities Master Plan	$453,130



TOTAL PROGRAM EXPENDITURES THROUGH FY 2023-2024

$165,600,189

EXPENDITURES

The total amount that has been spent on bond projects through FY 2023-2024.

CBOC MEETING SUMMARIES

The CBOC met two times in fiscal year 2023-24. Including July 24, 2023, and February 13, 2024 to discuss various bond program activities and review the independent audit report. The following will provide summaries of the meetings. To view the full meeting agendas, information and minutes, please visit the website https://sbccd.edu/CBOC-Meeting-Materials.

Monday, July 24, 2023 – SBCCD Boardroom Extension
The Committee was provided with campus project updates and received an expenditures report.

Tuesday, February 13, 2024 – SBCCD Boardroom Extension
The Committee reviewed the 2022-2023 Measure M and Measure CC Audit Reports. The meeting also included a review of the Annual Report to the Community, an expenditures report, and bond program project updates.



San Bernardino Valley College

- Technical Building Replacement
- Student Services Building
- Career Pathways 2
- Softball Field
- Infrastructure Projects
- Future 2023-2026 Projects



Crafton Hills College

- Performing Arts Center
- Public Safety Training Center
- Central Complex 2 Renovation
- Child Development Center Renovation
- Infrastructure Projects
- Future 2023-2026 Projects

Membership Opportunities

Interested individuals seeking to serve as a member of the CBOC may complete an application which will be held until a vacancy occurs. Completed applications should be sent via email at cboc@sbccd.edu or via regular mail to SBCCD District Support Operations, ATTN: Erika Menge, 550 E. Hospitality Lane, Suite 200 San Bernardino, CA 92408. If you have questions, please call 909-388-6910.

See the following link for the application https://sbccd.edu/CBOC-Application.



SAN BERNARDINO VALLEY COLLEGE FOUNDATION

MARCH 13,2025

UPDATES

Mission

Founded in 1973, the San Bernardino Valley College Foundation's mission is to serve as a fundraising organization that is committed both to the stewardship, sound management and effective utilization of the Foundation's financial assets and to supporting San Bernardino Valley College's ongoing commitment to provide high-quality education, innovative instruction, and servicesto a diverse community of learners.



SBVC Foundation

Foundation Board

Executive Committee

Mr. Justin Martinez
Financial Advisor
Foundation President

Mr. George San Martin
Thinkwise Credit Union
Foundation Vice President

Dr. Gilbert Contreras
SBVC President
Foundation Secretary

Mr. Keith Bacon
SBVC VP of Administrative Services
Foundation Treasurer

Ex-Officio Directors

Mr. Paul Bratulin
SBVC Campus Director, Marketing, Creative Services & Public Affairs

Ms. Andrea Hecht
SBVC Academic Senate President

Mr. Mike Layne
Foundation Executive Director

Dr. Diana Z. Rodriguez
Chancellor, San Bernardino Community College District

SBVC Foundation

Board Members

Dr. Dolores Armstead
Empire Management Properties

Dr. Susan Bangasser
SBVC Dean, Retired

Mr. Michael Burrows
SBD International Airport, CEO

Ms. Veronica Bustillos
Senior Financial Manager, Eastern Municipal Water District

Mr. Bill Clarke
Clarke & Associates

Mr. John Echevarria
Community Affairs Sergeant, San Bernardino Police Department

Mr. Scott Henderson
Community BusinessOwner

Mr. Ernesto Izarraras
Southern California Edison

Ms. Shelley Krusbe
Deputy Chief, San Bernardino County Sheriff's Department

Mr. Kenneth Lane, M.D.
Kaiser Permanente, Retired

Ms. Becky Lepins
Teamsters 1932 Training Center

Rev. Bronica Martindale
Associate Minister at New Hope Missionary Baptist Church

Ms. Pamela Montana
County of San Bernardino

Ms. Kimberly Morales
City of Colton, Colton Public Library

Mr. Kerry E. Neal
Director of Development, California State University, San Bernardino

Ms. Shelby Obershaw
Educator, Retired

Ms. Lisa Obershaw Durham
Educator, San Bernardino City Unified School District

Mr. Joseph Paulino
Chief of Police, San Bernardino City Unified School District

Mr. Anthony Roberson
Associate Director of Operations, California State University San Bernardino

Mr. Thomas Robles
YMCA of Orange County

Mr. Michael Sola
SBVC Head Athletic Trainer, Retired

Mr. Dexter Thomas
Ontario Police Department, Retired

Mr. James Tillman
Realty One

Ms. Helen Tran
Mayor, San Bernardino

SBVC Foundation

SBVC Foundation Staff



Mike Layne
Executive Director of Development



Raina Okray
Administrative Assistant II



Phylicia Sanchez
Development Coordinator

Our New Team Members



Kia Harris Tattegrain
Assistant Director of Development



Eve Mulhall
Development Coordinator



Lacee Dumon
Development Coordinator

SBVC Foundation

Student Story

Cynthia De Los Santos found her way to SBVC's Aeronautics Department, drawn by a lifelong passion for space and aviation. Graduating in 2015, her path was inspired by a deep family connection to SBVC, where her mother and sisters had also attended.

While at SBVC, she took advantage of internships and networking opportunities that propelled her into the field of AI technology and aerospace engineering. Cynthia's experiences included competing in national hacking competitions, securing an astrophysics internship at MIT, and landing a position at Cal Poly Pomona's CCPDITTA program within her first month of transferring. Professors like Jesse Chow and Michael Mayne left a lasting impact, providing mentorship and continued guidance even after graduation.

Balancing parenthood and education had significant challenges However, with the help of CalWORKs and Foundation scholarships like the Molly Adams and SOCAL Edison Scholarship, she was able to persist, covering essential costs like school materials and gas for transportation. Now pursuing a degree in Aerospace Engineering, her goal is to graduate, secure a role in the industry, and bridge support back to San Bernardino. Cynthia's advice to students? Network, get involved, and never limit yourself just because the world tells you to. With the help of the SBVC Foundation scholarships, she's already been to NASA twice — and she's just getting started.



"SBVC made me feel limitless."

Updates

SBVC Foundation Net Assets at the end of 2017-2018: Over $4.4 Million	Today Net Assets: Over $9.5 Million
SBVC Foundation Revenue at the end of 2017-2018(June 30, 2018): $493,041	SBVC Foundation Revenue at the end of 2023-2024(June 30, 2024): $2,120,110
Average Total Scholarships Awarded Annually 2017-2019: $200K	Today: SBVC Foundation awarding more than $500K annually (past 4 years)
Average Individual Scholarship award 2017-2019: $250 per student	Today: SBVC individual scholarship awards over $700 per student

More Updates

- Updating the SBVC Foundation fiveyear Strategic Plan (Fall 2025)
- More than $5 Million in Grant Revenues past five years
- Generated nearly $250K in revenue from the 2024 Gala Event
- Increased Foundation staffing from 2.0 FTE to 6.0 FTE
- Building out Planned Giving program
- Launching Major Gift Campaign in 2026
- Grew Employee Giving from $600/month to more than $3,000/month

SBVC Foundation

Alignment with SBCCD Goals

GOAL 1

Eliminate barriers to student access and success.

GOAL 2

Be a diverse, equitable, inclusive, and anti-racist institution.

GOAL 3

Be a leader and partner in addressing regional issues.

GOAL 4

Ensure fiscal accountability & sustainability.

SBVC Foundation

A New Look

Alumni Association

ALUMNI ASSOCIATION
San Bernardino Valley College

ALUMNI ASSOCIATION
San Bernardino Valley College



Upcoming Events

Alumni Mixer	April 23, 2025
Planned Giving Workshops	April, 2025-26
Donor Recognition & Scholarship Awards Ceremony	May 6, 2025
100th Centennial Gala Event	March 27, 2026.
SBVC Athletics Hall of Fame	Fall, 2026

Stay Tuned

Wolverine Way is a monthly newsletter designed to share Foundation and college news, highlight student and alumni stories, and keep our alumni and donors informed about upcoming events!



March 2025

WOLVERINE WAY

SBVC Foundation, Community & Alumni Relations

SBVC NEWS

Applied Technology Building Grand Opening

San Bernardino Valley College is celebrating a century of innovation with the grand opening of its cutting-edge Applied Technology Building—a 114,897-square-foot, $101.1M facility designed for the future of education and sustainability. With LEED Platinum certification in sight, this milestone project, designed by HMC Architects and built by Icon West, Inc., sets a new standard for eco-friendly learning environments.

This hub of Career Technical Education (CTE) will expand hands-on training in automotive technology (traditional, hybrid, and EV), solar energy, industrial automation, HVAC, and more. A testament to local investment, 54% of the workforce was made up of community members, ensuring career opportunities stayed local, while $33.7M in state funding helped equip students with the skills to give back and strengthen their communities.

Student Success Stories: Iaena Sparks



UPCOMING EVENTS

To learn more about Alumni Association benefits

FREE MEMBERSHIP

www.sbvcfoundation.org/sbvc-alumni/alumni_benefits

ALUMNI ASSOCIATION

SBVC Foundation, Community & Alumni Relations

March 27 4pm — Liberal Arts Building Farewell Ceremony

April 23 5:30 pm — Alumni Mixer

May 6 5 pm — Donor Reception & Awards Ceremony

More Events: valleycollege.edu/calendar

Request a Campus Tour

Donors and alumni interested in reserving a

BOARD OF TRUSTEES
Meeting Minutes – February 13, 2025

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408
Livestream: https://www.youtube.com/@sanbernardinocommunitycoll42/streams
Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Dr. Nathan Gonzales, Chair Joseph Williams, Vice Chair Dr. Cherina Betters, Clerk Carlos Aguilera, Trustee John Longville, Trustee (arrived at 4:18 p.m.) Frank Reyes, Trustee Hadi Natour, CHC Student Trustee (advisory) Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)	Dr. Diana Z. Rodriguez, Chancellor Jose Torres, Executive Vice Chancellor Dr. Kevin Horan, CHC President Dr. Gilbert Contreras, SBVC President Kristina Hannon, VC Human Resources & Police Services Dr. Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications
MEMBERS ABSENT	**ADMINISTRATORS ABSENT**
Dr. Stephanie Houston, Trustee	

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE
Chair Gonzales called the meeting to order at 4:00 p.m.

Trustee Reyes led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. CLARIFICATION
None

IV. APPROVAL OF MINUTES
A. 01-09-2025
B. 01-23-2025

Motion: to approve the 01-09-25 and 01-23-25 minutes

Moved by: Trustee Betters. Seconded by Trustee Aguilera.

Roll call vote:
AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Reyes, Williams
NOES: none
ABSTAIN: none
ABSENT: Houston, Longville

Motion passed

V. RECOGNITION/CELEBRATIONS
A. Applause Cards
The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

B. Retirements

The Chancellor recognized the following retirements.

-Peter J. Stanska, Division Dean, Science, SBVC

After 27 years of service with the District at San Bernardino Valley College, John submitted a letter of intent to retire, effective January 20, 2025. John began employment with SBCCD as an Adjunct Faculty teaching Physics. In 2001 John earned the position of Chief Facilitator, Science Learning Center before moving into a full-time Faculty position in 2002 teaching Chemistry. John remained in the Chemistry Instructor position, earning tenure in 2005. He assumed additional roles outside teaching, including the California Community College Academic Senate South Representative during the 2012/2013 and 2015/2016 academic years. In January 2021, John stepped into an Interim Division Dean role and earned a promotion to Division Dean in November of 2021, a position he held the remainder of his career.

-Gary Williams, Professor Psychology, Social Sciences, CHC

After 19 years of services with the District at Crafton Hills College, Gary submitted a letter of intent to retire, effective May 31, 2025. Gary began his employment with SBCCD as an Instructional Assessment Specialist and will retire as a Professor, Psychology, a position he has held since August 11, 2020.

The commitment and dedication this individual have shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

VI. ACTION AGENDA

A. Prioritized Board Directives for Development of the 2025-26 Budget for Final Reading

Motion: to approve the Prioritized Board Directives for Development of the 2025-26 Budget for Final Reading

Moved by: Trustee Aguilera. Seconded by Trustee Reyes.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Reyes, Williams
NOES: none
ABSTAIN: none
ABSENT: Houston, Longville

Motion passed

B. Board Policies for Final Approval

Motion: to approve Board Policies for Final Approval.

Moved by: Student Trustee Natour. Seconded by Trustee Williams.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Reyes, Williams
NOES: none
ABSTAIN: none
ABSENT: Houston, Longville

Motion passed

VII. CONSENT AGENDA

A. Instruction/Student Services
    1. Curriculum – CHC
B. Human Resources
    1. Adjunct and Substitute Academic Employees
    2. Appointment of Interim Managers
    3. Appointment of Temporary Employees
    4. Confidential/Supervisory Job Description and Revision to Confidential/Supervisory Salary Schedule
    5. Employee Promotions
    6. MOUs Between SBCCD and the CSEA – Article 7: Pay and Allowance
    7. Non-Instructional Pay
    8. Payment of Stipends
    9. Revised Rates of Pay for Short-Term Employees
    10. Management Job Description and Revision to Management Salary Schedule
    11. Rescind and Approval to Appoint District Employees
    12. Appointment of District Employees
C. Business & Fiscal Services
    1. Conference Request
    2. Contracts at or above $114,500
    3. Individual Memberships
    4. Nonresident Tuition and Capital Outlay Fees for 2025-2026
    5. Surplus Property and Authorize Private Sale or Disposal
D. Facilities
    1. Master Services Agreements and Task Orders for Bond Construction

Chancellor Rodriguez pulled item VII. Consent Agenda B.2. Appointment of Interim Managers and B.6 MOUs between SBCCD and the CSEA Article 7: Pay and Allowances tabled for a future meeting.

Motion: to approve the Consent Agenda with item B.2 Appointment of Interim Managers and B.6 MOUs between SBCCD and the CSEA Article 7: Pay and Allowances tabled for a future meeting.

Moved by: Trustee Betters. Seconded by Student Trustee Natour.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Reyes, Williams
NOES: none
ABSTAIN: none
ABSENT: Houston, Longville

Motion passed

VIII. REPORTS

Brief reports were provided orally. All written reports are uploaded and can be referenced at www.sbccd.edu/Govenda

A. Board Committee & Activity Reports
    1. Board Finance Committee (BFC) – Chair Gonzales provided a brief report.
    2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.

3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Chair Gonzales provided a brief report.

B. Regional and State Reports
   1. Board of Governors (BOG) – Trustee Williams provided a brief report.
   2. Joint Powers Authority – No report.

C. Chancellor's Report –Chancellor Rodriguez provided a brief report.

D. Represented Groups
   1. Crafton Hills College Academic Senate – Meredyth McLaren provided a brief report.
   2. Crafton Hills College Classified Senate – No report.
   3. Crafton Hills College Associated Students – Victoria Van Stee provided a brief report.
   4. San Bernardino Valley College Academic Senate –No report.
   5. San Bernardino Valley College Classified Senate – No report.
   6. San Bernardino Valley College Associated Students – No report.
   7. CSEA – No report.
   8. CTA – Jeff Demsky provided a brief report.
   9. Police Officers Association – No report.

E. Staff Reports
   1. San Bernardino Valley College President – President Contreras provided a brief report.
   2. Crafton Hills College President – President Horan provided a brief report.
   3. Executive Vice Chancellor – No report.
   4. Vice Chancellor of Human Resources & Police Services – No report.
   5. Vice Chancellor of Educational & Student Support Services – No report.

IX. INFORMATION ITEMS

A. Board Master Action Planning Calendar
B. Budget Revenue & Expenditure Summary
C. CCFS-320 Apportionment Attendance Report for FY 2025 Period 1
D. Construction Change Orders and Amendments - Bond
E. Contracts Below $114,500
F. District Grant Updates
G. General Fund Cash Flow Analysis
H. MOUs between SBCCD and the CTA
I. Professional Expert Short-Term and Substitute Employees
J. Purchase Order Report
K. Resignations
L. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. Conference with Real Property Negotiator
Government Code Section 54956.8 Properties – 7 (seven) Assessor Parcel Numbers 014117103-30, 016433110-13, 014115138-40, 016401322, 014115133-37, 014115141-42, 016401311-12

Negotiating Parties:
San Bernardino Community College District (Proposed Buyer)

Real Property Negotiators:
Jose Torres, Executive Vice Chancellor and Dr. Diana Z. Rodriguez, Chancellor

Under Negotiation:

Instruction to Proposed Buyer's SBCCD Real Property Negotiators will concern value, price and terms of payment associated with the possible purchase/lease of the identified Properties.

B. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees
C. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 3
D. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and (e) of Government Code Section 54956.9
Number of cases: 1
E. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 1
F. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 4:40 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Gonzales reconvened the public meeting at 5:52 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

On February 13, 2025, the Board of Trustees convened in closed session pursuant to Government Code Section 54956.8 and discussed with its Real Property Negotiators price and terms of payment associated with the proposed lease of property for the development of the Housing Project.

The Board of Trustees voted 7-0 with 0 abstaining to select to approve a delegation of authority to the District's Chancellor, or their designee, to:

1. Execute and deliver any and all documents and otherwise do any and all things which he/she/they and legal counsel deem necessary or advisable in order to finalize all agreements necessary for the lease of the Property and other agreements necessary to effectuate the development of the Housing Project (collectively, the Agreements").
2. Perform and do all things necessary execute and deliver any and all documents pursuant to the terms of such final Agreements, and
3. Bring the final Agreements to the Board for ratification.

On February 13, 2025, the Board Unanimously, took action to approve the release of probationary #32561 as Lead Custodian at SBVC effective February 14, 2025.

On February 13, 2025, the Board Unanimously, took action to not re-employ the Director of Operations, KVCR, for the 2025-2026 academic year and to send notice to management employee #29093.

XV. ADJOURNMENT

The next meeting of the Board: Board Strategy Session
February 27, 2025, at 4:00 p.m.
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92408

Chair Gonzales adjourned the meeting at 5:54 p.m. in the memory of Dr. Peter J. Stanska.

The Board of Trustees approved the February 13, 2025, minutes on March 13, 2025.

Dr. Cherina Betters, Clerk
SBCCD Board of Trustees

Heather M. Madole, Administrative Officer
SBCCD Office of the Chancellor

BOARD OF TRUSTEES
Strategy Session Meeting Minutes – February 27, 2025

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408
Livestream: https://www.youtube.com/@sanbernardinocommunitycoll42/streams
Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Dr. Nathan Gonzales, Chair Dr. Cherina Betters, Clerk Carlos Aguilera, Trustee John Longville, Trustee Dr. Stephanie Houston, Trustee Hadi Natour, CHC Student Trustee (advisory)	Jose Torres, Executive Vice Chancellor Dr. Kevin Horan, CHC President Dr. Gilbert Contreras, SBVC President Kristina Hannon, VC Human Resources & Police Services Dr. Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications
MEMBERS ABSENT	**ADMINISTRATORS ABSENT**
Frank Reyes, Trustee Joseph Williams, Vice Chair Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)	Dr. Diana Z. Rodriguez, Chancellor

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Gonzales called the meeting to order at 4:00 p.m.

Trustee Aguilera led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None

III. CLARIFICATION

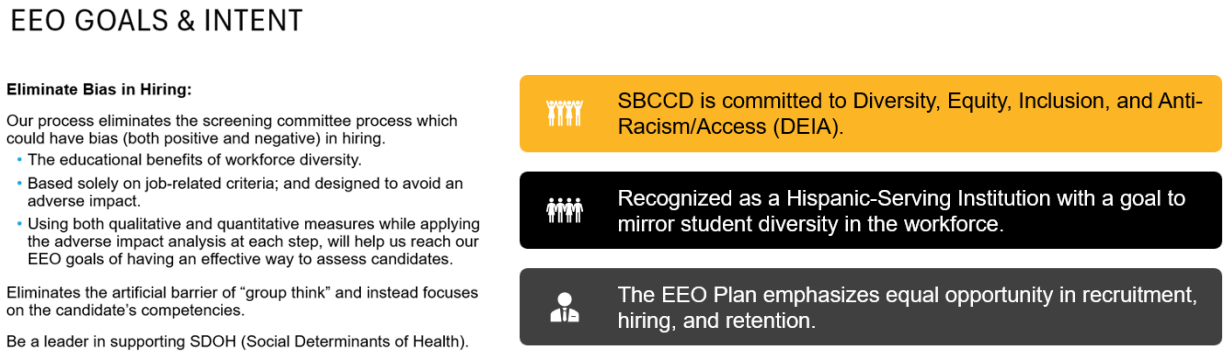
None

IV. PRESENTATION

A. EEO Hiring and Student Impact Analysis

Vice Chancellor Hannon and Vice Chancellor Ornelas presented the EEO Hiring and Student Impact Analysis presentation.

EEO alignment with SBCCD's Goals.



Definition of Common Terms

Diversity - The myriad of ways in which people differ, including the psychological, physical, cognitive, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, and learning styles.

Diversity is *all inclusive* and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences.

Equal Employment Opportunity (EEO) - Equal Employment Opportunity (EEO) means that all qualified individuals have a full and fair opportunity to compete for hiring and promotions. Ensuring equal employment opportunity also involves:

a. Identifying and eliminating barriers to employment that are not job related; and
b. Creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.
Government Code sec on 12940

Equity and Inclusion - The term "**equity**" refers to fairness and justice and is distinguished from equality: Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances.

Inclusion is involvement and empowerment, where the inherent worth and dignity of all people are recognized. An inclusive system promotes and sustains a sense of belonging. It values and practices respect for the talents, beliefs, backgrounds, and ways of living of its members. An inclusive system also recognizes that agreement might not always be the end result, but that dialogue and understanding are part of the larger process that allows for inclusivity to be achieved.

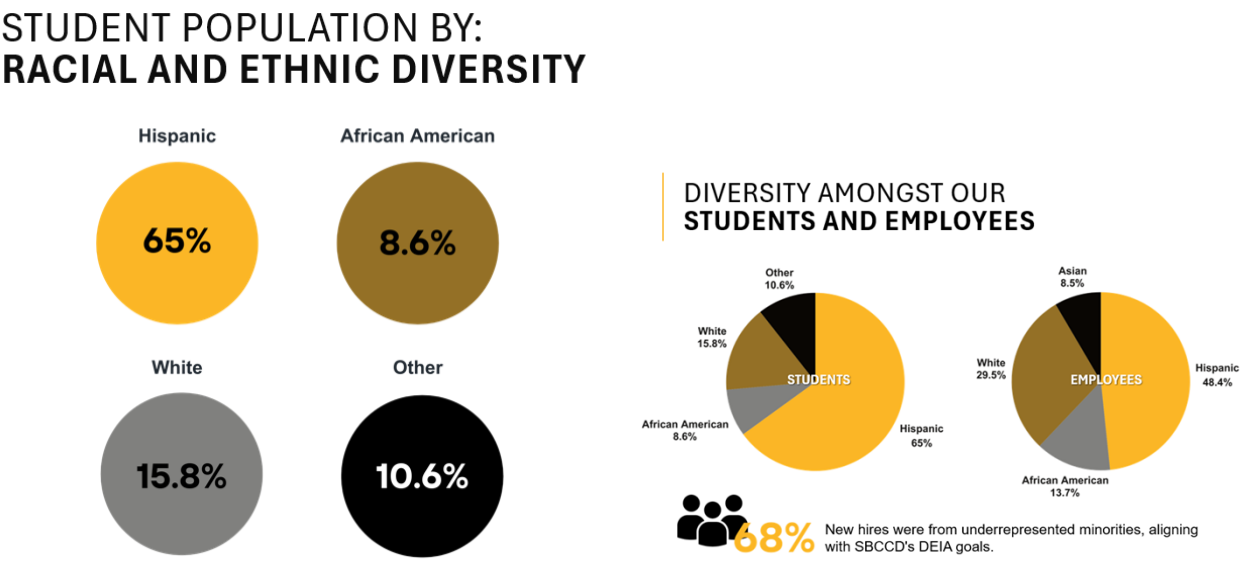
Title 5 Requirements & Changes

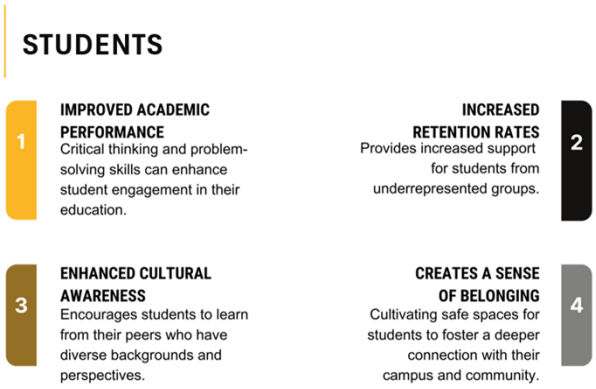
Hiring and Recruitment Practices

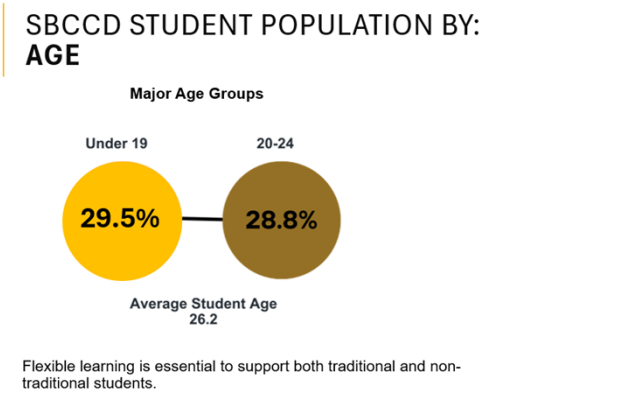
- All recruitment for employment positions conducted by the District including, without limitation, recruitment positions conducted by Human Resources shall be conducted consistent with all the requirements set forth in Section 53021 of Title 5 of the California Code of Regulations.
- Human Resources shall create job announcements and set qualifications for employment positions consistent with all the requirements set forth in Section 53022 of Title 5 of the California Code of Regulations.
- Human Resources shall review the applicant pool and take appropriate action as necessary, consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations.
- The District's screening and selection procedures shall be consistent with all the requirements outlined in Section 53024 of Title 5 of the California Code of Regulations.
- Designed to ensure consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

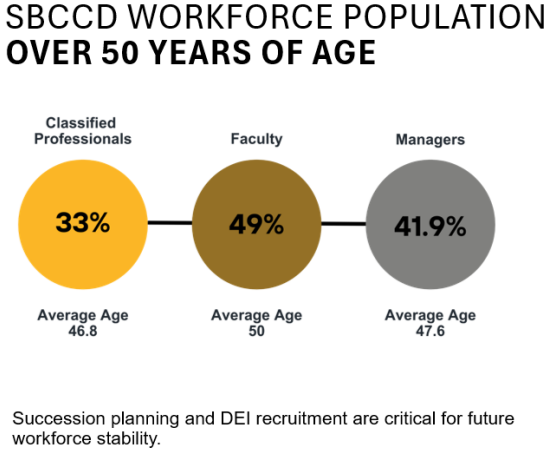
- Based solely on job-related criteria; and designed to avoid an adverse impact, as defined in Section 53001(a) of Title 5 and monitored by means consistent with this section to detect and address any adverse impact that does occur for any monitored group.

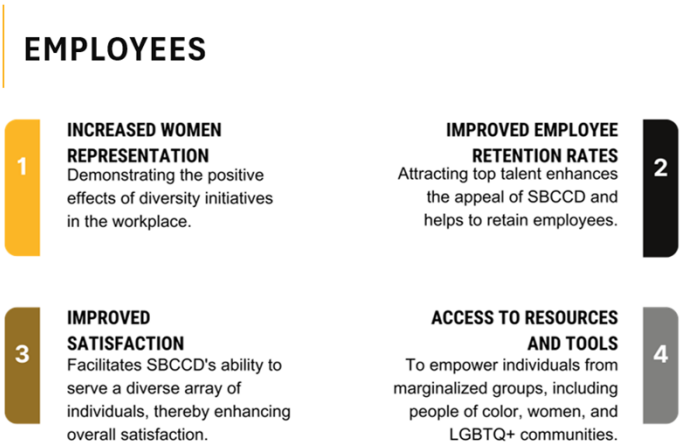
The Impact of EEO & DEI Programs











SBVC 2023-24 CASE STUDY- **SCIENCE/NURSING DEPARTMENT**

Employees	**2020-2021**	Percentage	**2023-2024**	Percentage
Faculty				
Black/African-American	1	4%	5	13%
Hispanic/LatinX	6	26%	12	32%
Asian/Pacific Islander	1	4%	2	5%
Middle East/North African	1	4%	2	5%
White	14	61%	17	45%
Faculty Subtotal	23		38	
Classified and Management				
Black/African-American	3	25%	5	33%
Hispanic/LatinX	1	8%	2	13%
Asian/Pacific Islander	1	8%	1	7%
Middle East/North African	1	8%		0%
White	6	50%	7	47%
Classifed/Management Subtotal	12		15	
Total Employees	**35**		**53**	
Black/African-American	4	11%	10	19%
Hispanic/LatinX	7	20%	14	26%
Asian/Pacific Islander	2	6%	3	6%
Middle East/North African	1	3%	2	4%
White	20	57%	24	45%

CONCLUSION AND KEY TAKEAWAYS



SBCCD's commitment to DEIA is evident in student demographics, hiring practices and contributions to the SDOH.



Workforce demographics highlight the need for strategic recruitment and retention planning.



Emphasis on DEI alignment ensures SBCCD continues to serve a diverse and growing community.

Vice Chancellor Hannon reported the executive leadership ranks meets the demographics of SBCCD'students.

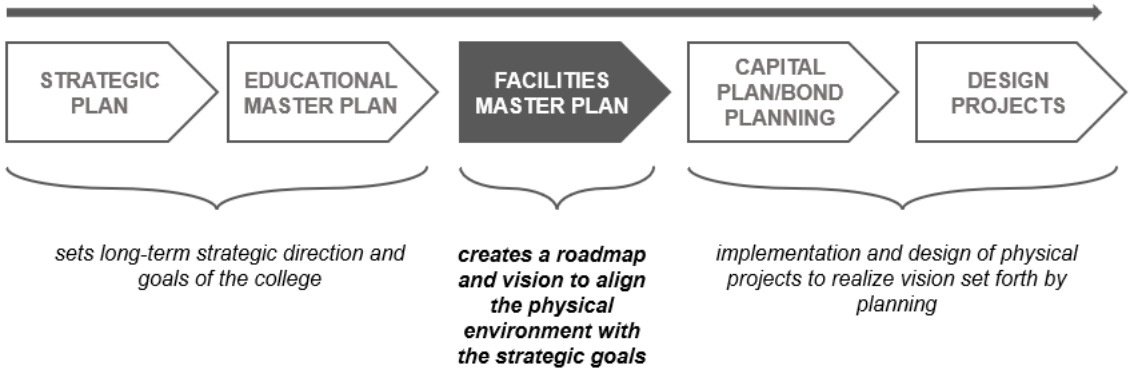
Trustee Betters asked for clarification for a breakdown of thosese specific groups. Breakdown of the 65% Hispanic breakdown of Diversity Amongst our Students and Employees (how they identify as their racial

identity. Agregate deeper). Breakdown of the Pacifica population. Average age of 26.2% of the student population.

B. Facilities Master Plan (FMP)

Executive Vice Chancellor Torres introduced the DLR Group (FMP consultants) who presented. The Facilities Master Plan.

Facilities Master Plan in Action



Facilities Master Plan – Three Parts

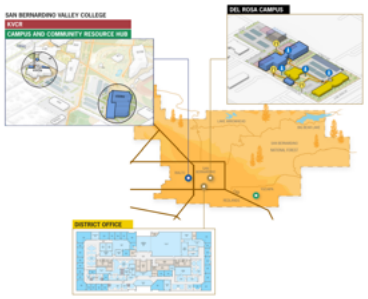
San Bernardino Valley College



Crafton Hills College



District Service Operations



SBVC Master Plan

New Construction

1. Campus and Community Resource Hub
2. Mixed-Use Site with Housing
3. Hospitality Hub
4. CDC & Parent Ed. Building
5. KVCR Additions
6. Community Hub

Renovation

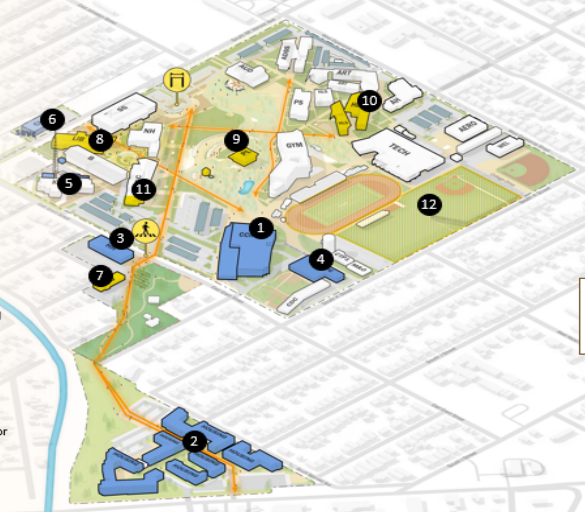
7. M&O Building (Former Transportation)
8. Library Repurposing
9. Greek Theater & Planetarium
10. Health Life Sciences
11. Lois Carson Campus Center – PD Space
12. Renovation of Athletic Fields/Facilities*

Demolition

- Warehouse (Parent Ed Center, Shipping & Receiving, Police Storage, Warehouse, and Storage Buildings)
- CTS
- SHS

Campus-Wide

- Alignment with Sustainability Plan
- Placemaking and Wayfinding in the Exterior Environment**
- Campus Cohesion, Branding, and Identity Improvements
- Active Learning Classroom Retrofits
- Circulation and Parking
- Infrastructure & Safety Upgrades and Improvements****



New Construction – Building

New Construction – Parking Structure

Renovation

Demolition

*Includes: turf fields, stadium field renovation, track resurfacing, baseball stadium renovation, basketball courts flooring
**Includes Fault Promenade, Geology Garden, outdoor classrooms, and other Landscape Master Plan projects
***Future programs may include Drone Tech., Construction Tech., Nursing expansion, and Veterinary Tech.

Future Programs* CTE, and Event Space**

****Infrastructure and safety projects include:

- Fire alarm system upgrades
- Resurfacing all parking lots and streets
- Access controls and Security Master Plan
- Central plant upgrades
- Technology infrastructure upgrades
- Natural gas piping improvements
- Electrical infrastructure upgrades
- Wet utilities upgrades
- Solar carport + battery microgrid

San Bernardino Valley College

ROM Cost Estimates

Total: $594,710,334

Phase 01

High Priority
- Campus and Community Resource Hub
- Lois Carson Campus Center Repurpose
- Gym Floor Replacement
- Arrival and Drop-off Gateway
- Campus Cohesion, Branding and Identity Improvements
- Infrastructure Upgrades and Improvements*

$174,543,075

Medium Priority
- CDC & Parent Ed. Building
- Community Hub
- Educational Gardens
- Wayfinding Improvements

$97,643,611

Low Priority
- M&O Repurpose
- Athletic Field & Facility Renovations

$19,915,750

Infrastructure (total) **$176,720,599**

*High priority phase 1 infrastructure projects include: fire alarm system upgrade and solar carport + battery microgrid system. High priority/ongoing infrastructure projects in phase 1 and phase 2 include: resurfacing all lots and streets, access control and security master plan, central plant upgrades, technology infrastructure upgrades, natural gas piping improvements, electrical infrastructure upgrades, wet utilities upgrades.

Phase 02

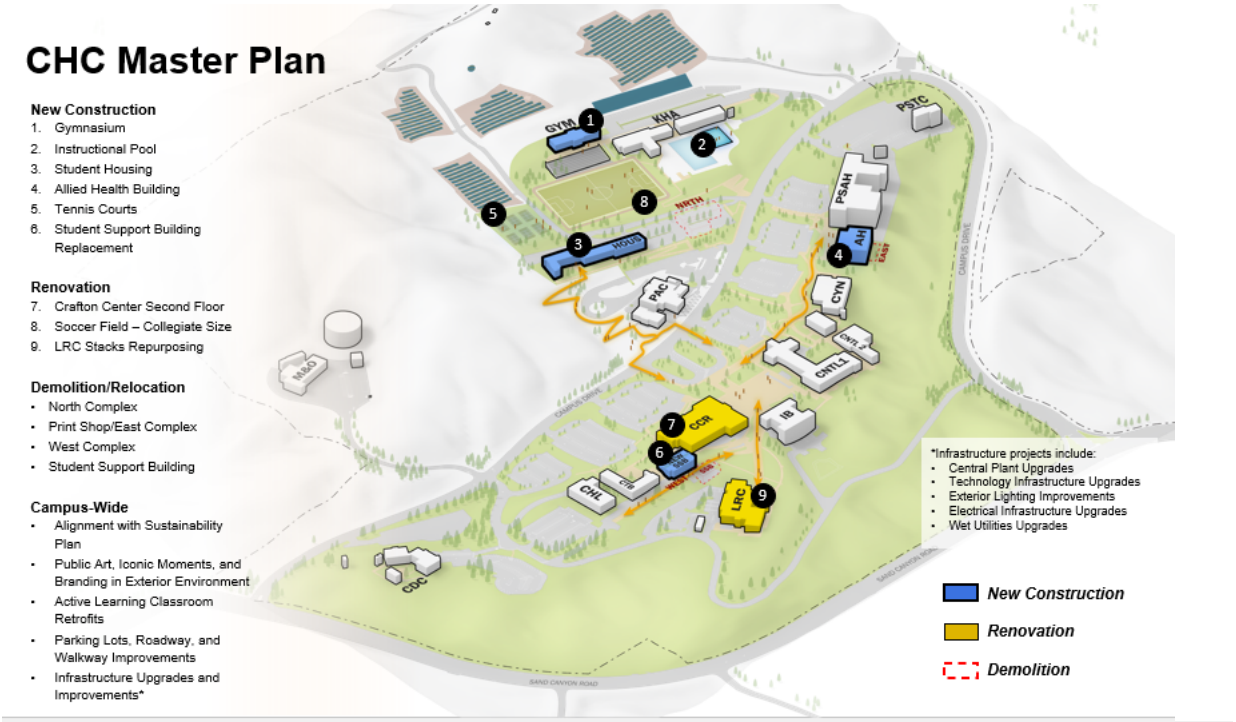
High Priority
- Mixed-Use Site
- Planetarium, Greek Theater, Observatory, and Event Plaza
- Infrastructure Upgrades and Improvements*

$15,309,100
Does not include cost of Housing Development

Medium Priority
- Track Resurfacing and Stadium Improvements
- Hospitality Hub
- Fault Line Promenade
- HLS Repurposing
- Library Repurposing
- Auditorium Plaza and North Open Space
- Active Learning Retrofits
- East Parcels Development
- Educational Gardens and Outdoor Classrooms

$110,578,199

Notes on Cost Estimating:
- *Estimates are in 2025 dollars (not escalated)*
- *Estimates are Total Project Costs (inclusive of soft costs)*
- *Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further*
- *Deferred Maintenance is not included*



Crafton Hills College

Draft Cost Estimates

Total: $336,172,793

Crafton Hills College

Phase 01

Planned Priority

1. Allied Health Building
2. Student Housing + Tennis Courts + Soccer Field
3. Gymnasium
4. Student Support Building + Crafton Center + West Complex
5. North Complex
6. Instructional Pool

$209,200,135

High Priority

- Parking Lots, Roadway, and Walkway Improvements
- Central Plant Upgrades
- Technology Upgrades
- Exterior Lighting Improvements
- Electrical Infrastructure Upgrades
- Wet Utilities Upgrades
- Learning Resource Center Stacks Repurposing

Medium Priority

- Active Learning Retrofits
- Campus Quad Improvements

Low Priority

- Campus Drive – Gateway and Signage

$126,972,658
$118,076,763 is Infrastructure

Notes on Cost Estimating:

- *Estimates are in 2025 dollars (not escalated)*
- *Estimates are Total Project Costs (inclusive of soft costs)*
- *Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further*
- *Deferred Maintenance is not included*

District Service Operations

ROM Cost Estimates

Total: $182,934,204

District Support Operations

Phase 01

High Priority
- Technology Infrastructure Refresh

$7,537,173

High- Medium/Medium Priority
- EDCT/PDC Renovation
- ATTC Renovation
- District Office Renovation

$11,555,920

Low-Medium/Low Priority
- Del Rosa Campus Development
- KVCR Renovation / Additions

$163,841,111

Notes on Cost Estimating:
- *Estimates are in 2025 dollars (not escalated)*
- *Estimates are Total Project Costs (inclusive of soft costs)*
- *Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further*
- *Deferred Maintenance is not included*

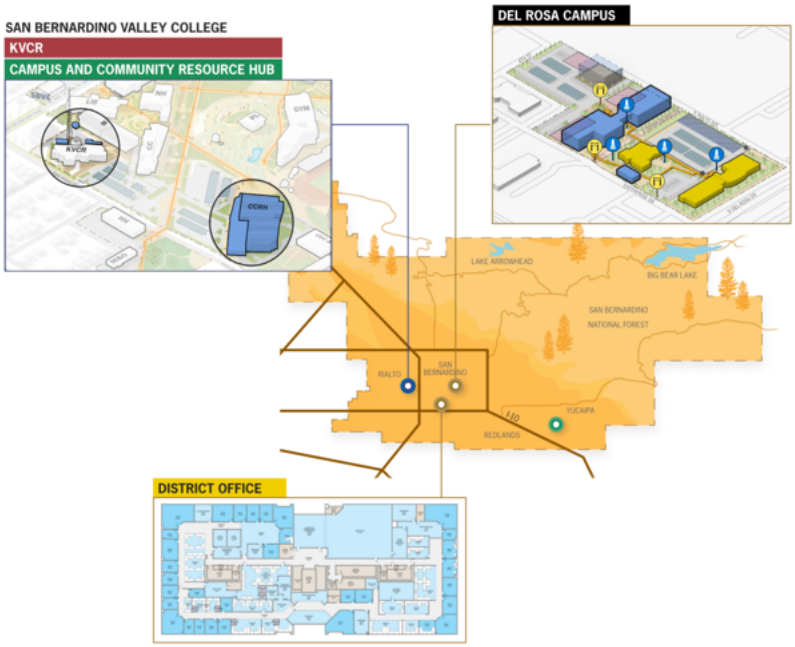
DSO Master Plan

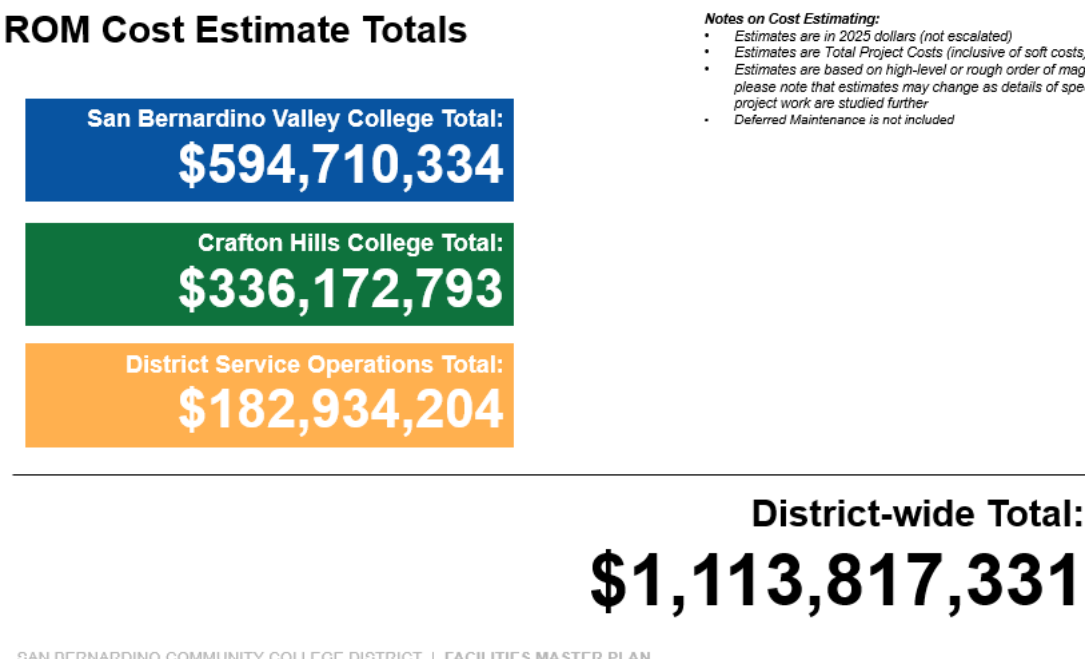
Economic Development & Corporate Training Center (Del Rosa Campus)
- New Development
- Multi-Purpose Building
- Secure Gate/Parking Lot
- Outdoor Classrooms
- Wayfinding/Public Art/Placemaking
- PDC Interior Renovation
- ATTC Interior Renovation
- Technology Refresh on Existing Buildings

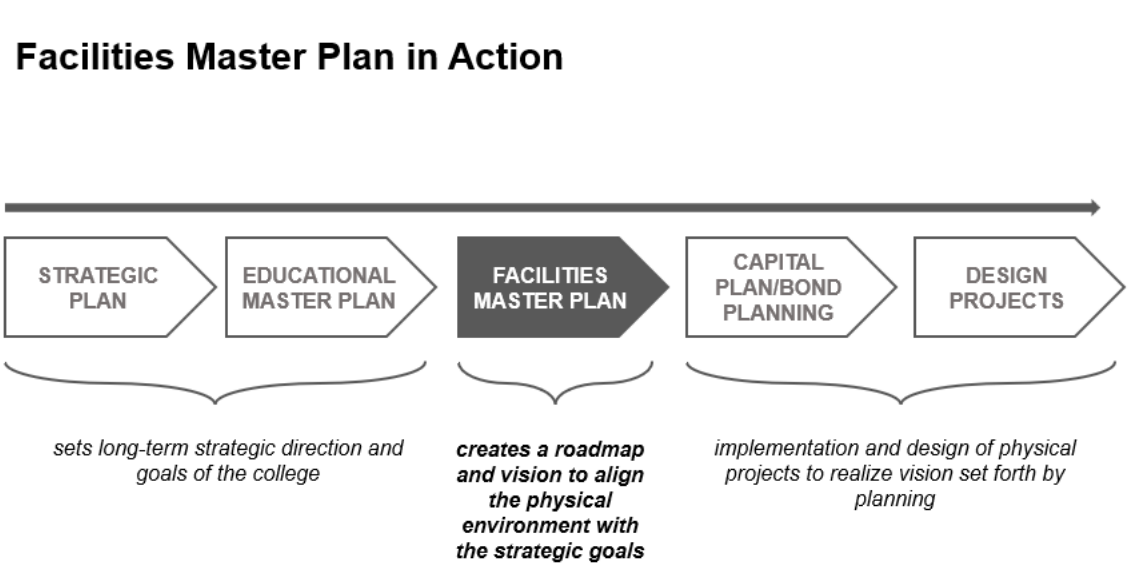
District Office
- Interior Renovation
- Technology Refresh

KVCR
- Studio Expansion
- Classroom/Lab Expansion
- Outdoor Media Courtyard
- Shared Storage
- Interior Renovation
- Technology Refresh

Campus and Community Resource Hub
- Police Department Space
- Printing Services Relocated
- Warehouse







Executive Vice Chancellor Torres commented that planning and seeking funding will be in future next steps. Trustee Houston commented that this aligns with the SBCCD mission, being the catalyst of the community impacting the community for generations.

V. ACTION ITEMS

A. Facilities Master Plan

Motion: to approve the Facilities Master Plan for First Read.

Moved by: Trustee Longville. Seconded by Trustee Houston.

Electronic vote: AYES: Natour (advisory), Aguilera, Betters,

Gonzales, Houston, Longville
NOES: none
ABSTAIN: none
ABSENT: Reyes, Williams, Ruiz Martinez (advisory),
Motion passed.

B. Approval to Serve Alcoholic Beverages at a Campus Event

Motion: to approve to Serve Alcoholic Beverages at a Campus Event.

Moved by: Trustee Houston. Seconded by Trustee Aguilera.

Electronic vote: AYES: Natour (advisory), Aguilera, Betters, Gonzales, Houston, Longville
NOES: none
ABSTAIN: none
ABSENT: Reyes, Williams, Ruiz Martinez (advisory),
Motion passed.

The next meeting of the Board: Board Business Meeting
March 13, 2025, at 4:00 p.m.
San Bernardino Valley College (B-100)
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410

Chair Gonzales adjourned the meeting at 5:30 p.m.

The Board of Trustees approved the February 27, 2025, minutes on March 13, 2025.

Dr. Cherina Betters, Clerk
SBCCD Board of Trustees

Heather M. Madole, Administrative Officer
SBCCD Office of the Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, & Health and Safety Administration
Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services

DATE: March 13, 2025

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending extra effort in providing quality service and valued assistance.

ANALYSIS

The Caring Hands Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
1. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
2. Be a Leader and Partner in Addressing Regional Issues
3. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

Caring Hands Applause Cards

Presented for Information March 13, 2025

Heather Chittenden

Crafton Hills College
Athletics

"Director Chittenden, the Police Academy, appreciates you for allowing us to use the pool at the last minute for training. Thank you so much!"

Recognized by:
Amelia Gonzales

Zachary Cortz

Crafton Hills College
Student Life

"Zach is always willing to help, even when it is not his role or department. Thank you for training the new Completion Coaches and your willingness to answer their questions and be of assistance as they are acclimating to their position."

Recognized by:
Mariana Macamay

Craig Eilander

Crafton Hills College
EMS Department

"Craig is the definition of teamwork. Thank you for always being a team player."

Recognized by:
Paige Dulay-Vega

Adam Hartmann

Crafton Hills College
English

"Great"

Recognized by:
Dan

Claudia Hayton

Crafton Hills College
Financial Aid

"Claudia is so knowledgeable, helpful, and understanding. I appreciate all of her efforts to assist us students."

Recognized by:
Matthew Riddle

Luna Lagrima

Crafton Hills College
Admissions and Records

"Really friendly and easy to work with!"

Recognized by:
Sierra

Caring Hands Applause Cards

Presented for Information March 13, 2025

Brittany Nair

Crafton Hills College
Allied Health and Public Safety

"Thank you for going out of your way to support our students with registration so that they could participate in the EMT program. We appreciate you!!!!!"

Recognized by:
Amanda Ward

Floyd Simpson

Crafton Hills College
Admissions and Records

"Floyd is great to work with! I can depend on him to help me when helping students and he is always so friendly. Thank you Floyd! :)"

Recognized by:
Carrie Audet

Floyd Simpson

Crafton Hills College
Admissions and Records

"Floyd, you are amazing, our students, staff and community appreciate all that you do."

Recognized by:
Brittany Sysawang Nair

Floyd Simpson

Crafton Hills College
A&R

"Thank you for going out of your way to support our students with registration so that they could participate in the EMT program. We appreciate you!!!!!"

Recognized by:
Amanda Ward

Devin Stalter

Crafton Hills College
Tutoring

"Amazing help and service"

Recognized by:
Chris Stalter

Christina Sweeting

Crafton Hills College
Allied Health

"Christina came to the rescue with such professionalism. I appreciated her assistance and support during crunch time."

Recognized by:
Corrina Baber, TESS

Caring Hands Applause Cards

Presented for Information March 13, 2025

Stacy Sysawang

Crafton Hills College
EMS

"Thank you for going out of your way to support our students with registration so that they could participate in the EMT program. We appreciate you!!!!!"

Recognized by:
Amanda Ward

Stacy Sysawang

Crafton Hills College
Career Education and Human Development

"Stacy, Thank you for all you do for our EMT students, we appreciate you."

Recognized by:
Brittany Sysawang Nair

Ruby Zuniga

Crafton Hills College
Institutional Effectiveness, Research and Planning

"Ruby went above and beyond to assist me with my needs. She is very kind and professional which made our work together move smoothly. Really knows her stuff!! Thank you Ruby!"

Recognized by:
Demian Brunty

Jason Brady

District Support Operations
TESS

"Jason continues to provide much needed assistance with MIS. I greatly appreciate his positive attitude and professionalism."

Recognized by:
Corrina Baber, TESS

Virginia Diggle

District Support Operations
Business Services

"Thank you for your patience and wisdom and always answering with a smile in your voice on the phone. It makes all the difference."

Recognized by:
Frances Southerland-Amsden

Courtnee Laughlin

District Support Operations
Business Services

"Thank you for the patience you show each time the questions are asked that you must hear over and over. Your kindness and patience are very much appreciated."

Recognized by:
Frances Southerland-Amsden

Caring Hands Applause Cards

Presented for Information March 13, 2025

Esmi Nolasco

District Support Operations
TESS

"Esmi has provided so much assistance with MIS. I greatly appreciate her positive attitude and professionalism, always."

Recognized by:
Corrina Baber, TESS

Roger Robles

District Support Operations
TESS

"Thank you for your support on the SBVC Bond Construction Projects."

Recognized by:
Erika Menge

Carmen Sanchez

District Support Operations
Print Shop

"Thank you for your help and the quick turnaround to ensure I received the banner for the Applied Technology Grand Opening."

Recognized by:
Erika Menge

Krystal Trussel

District Support Operations
Accounts Payable

"Krystal, Thank you so much for your help with Sponsorships and Invoices."

Recognized by:
Brittany Sysawang Nair

Cedrick Wrenn

District Support Operations
TESS

"Thank you for your support on SBVC bond projects."

Recognized by:
Erika Menge

Eric Babino

San Bernardino Valley College
Maintenance

"Eric is always willing to help at the STEM-MESA Center with great energy. Recently, he stopped by just to say hello but jumped in to assist, hanging a clock and assembling my office desk before I arrived. His dedication and kindness make him a joy to have"

Recognized by:
Brianna Cunningham

Caring Hands Applause Cards

Presented for Information March 13, 2025

Tim Colbert

San Bernardino Valley College
Art

“Professor Colbert goes above and beyond when it comes to helping myself and other students understand and explore what it is to create and appreciate art. He takes the time to teach what makes are so that we can fully explore and express the art we make i”

Recognized by:
Dani Eisenstaedt

Eddie Cortez

San Bernardino Valley College
Applied Technology, Transportation and Culinary Arts

“Thank you for your help and support in completing the Applied Technology Building. You have been a great resource.”

Recognized by:
Erika Menge

Brianna Cunningham

San Bernardino Valley College
STEM-Mesa Center

“always going above and beyond for students, making sure they get the help and resources to strive for success.”

Recognized by:
Yolanda Alaniz

Al Evinger

San Bernardino Valley College
Aeronautics

“The best professor in the department really goes above and beyond to make sure the students understand whatâ€™s going on. He is the best pub professor in the department, hands-down outside of our director Gonzales.”

Recognized by:
Akili miller (student)

Fernando Gomez

San Bernardino Valley College
Biology

“Dr. Gomez has always made sure to help his students regarding any questions they have whether course related or relative to their field. He also makes sure to try and bring as many guest speakers as he can to speak to the students about their professional”

Recognized by:
A fellow colleague

Maria Notarangelo

San Bernardino Valley College
Library

“Always going above and beyond, especially with minimal staffing.”

Recognized by:
Andrea Hecht, SBVC Academic Senate President

Caring Hands Applause Cards

Presented for Information March 13, 2025

Mr. Ramirez

San Bernardino Valley College
Financial Aid

"Very patient and helpful."

Recognized by:
Saul Ruiz

Aldo Sifuentes

San Bernardino Valley College
IT

"Thank you for all of your support on the Bond Construction projects. All of your hard work is appreciated."

Recognized by:
Erika Menge

Carlos Villalta

San Bernardino Valley College
Custodian

"Sweeping mopping dusting house keeping"

Recognized by:
Jimmy Chavarria

Karina West

San Bernardino Valley College
SAS

"She was very professional and willing to help me receive tutoring for my chem class."

Recognized by:
Desiree Williams

Nhan Zuick

San Bernardino Valley College
Mathematics

"Thank you for helping organize the API Lunar New Year mixer! Your hospitality and kindness is unparalleled."

Recognized by:
Asian and Pacific Islander Association

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board would like to recognize and celebrate the following staff on their retirement from San Bernardino Community College District.

Valdez, Maria, Professor, Psychiatric Technology, SBVC
After 9 years of service with the District, Maria has submitted a letter of intent to retire, effective June 30, 2025. Maria began her employment with SBCCD as a Psychiatric Technology Instructor at SBVC where she remained the entirety of her career.

The commitment and dedication this individual has shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability
DATE:	February 27, 2025
SUBJECT:	Consideration of Approval of the 2nd and Final Read of the SBCCD Facilities Master Plan 2025-2037

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2nd and final read of the attached SBCCD Facilities Master Plan 2025-2037.

OVERVIEW

The Facilities Master Plan 2025-2037 aligns with SBCCD's Strategic Plan, the SBVC and CHC Educational Master Plans, and the DSO Support Plan. The Facilities Master Plan 2025-2037 serves as a strategic roadmap for the next decade, guiding new projects, major renovations, and infrastructure improvements to support institutional and program expansion needs. The plan was developed to support BP 3250 and AP 3250, and through extensive collegial consultation and institutional planning. The plan focuses on modernizing learning environments, improving campus accessibility, enhancing safety and security, and advancing sustainability and resilient infrastructure to support SBCCD's mission, vision, values, and goals.

ANALYSIS

The plan is designed to address the district's evolving facility needs and support the future of educational programs. It ensures that learning spaces remain adaptable to emerging academic and workforce training needs, while optimizing space utilization to accommodate program growth.

A key focus is on upgrading and expanding instructional labs to enhance hands-on learning, technical education, and industry-aligned training programs. Additionally, the plan prioritizes campus safety, security, and accessibility improvements through inclusive design and infrastructure upgrades. Technology-enabled classrooms will foster active learning environments that support diverse instructional methods. The Facilities Master Plan 2025-2037 also aligns with SBCCD's Sustainability Plan by integrating long-term energy efficiency measures and resilient infrastructure strategies.

By providing a strategic framework for facilities development, the Facilities Master Plan 2025-2037 ensures that SBCCD's campuses can support evolving educational programs, technological

advancements, and student needs while maintaining financial sustainability through targeted infrastructure investments.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with the first reading of this plan. Future funding will be pursued through various funding opportunities to support implementation while ensuring fiscal responsibility.

Attachments

SBCCD Facilities Master Plan (URL)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FACILITIES MASTER PLAN

2025 – 2037





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CRAFTON HILLS COLLEGE

San Bernardino Valley College

DLRGROUP



Inspiring Possibilities for Bright Future and a Prosperous Community

MESSAGE FROM THE CHANCELLOR

At the San Bernardino Community College District, we're making strategic upgrades to our classrooms, labs, and career training spaces to ensure everyone in our community has a real shot at a great education and a brighter future.

These upgrades mean safer, modern spaces where students can learn the skills they need for good-paying jobs that support their families and strengthen our local economy. Over the next decade, we're reimagining our campuses to meet the needs of today's students, workers, and families—and to prepare for the future.

In these new spaces, students will train for careers in construction, healthcare, manufacturing, utilities, public service, and more. This isn't just about new buildings. It's about investing in what matters most: our community's future. Here's how:

- A Stronger Local Economy: When we train workers for in-demand jobs, local businesses grow, and our community thrives.
- Affordable Education: Families save thousands when students start their first two years of college with us before transferring to a university.
- Better Opportunities: Whether it's veterans, working parents, or unemployed adults, our programs help people find good-paying, stable jobs.

When we invest in our community colleges, we invest in the people and opportunities that make the Inland Empire stronger. These new spaces will help our students, families, and workers succeed; and that success will make our communities safer, vibrant, and more prosperous.

We're excited to make this vision a reality. Together, we can build a stronger future for everyone, right here at home.

Diana Z. Rodriguez, Ed.D.
Chancellor
San Bernardino Community College District



Diana Z. Rodriguez, Ed.D., Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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Blessed
is she who has
believed that the Lord
would fulfill
His promise
to her.
Luke 1:45



PLAN AT A GLANCE

Volume 01: Introduction To The Plan

The executive summary explains at a high level the planning process and context that led to the creation of the Crafton Hills College Facilities Master Plan and the San Bernardino Valley College Facilities Master Plan

Volume 02: San Bernardino Valley College Facilities Master Plan

The San Bernardino Valley College Facilities Master Plan envisions a dynamic campus that addresses the current and future needs of the students, faculty, and staff at the campus.

Volume 03: Crafton Hills College Facilities Master Plan

The Crafton Hills College Facilities Master Plan envisions a dynamic campus that addresses the current and future needs of the students, faculty, and staff at the campus.

Volume 04: SBCCD District Support Operations Facilities Master Plan

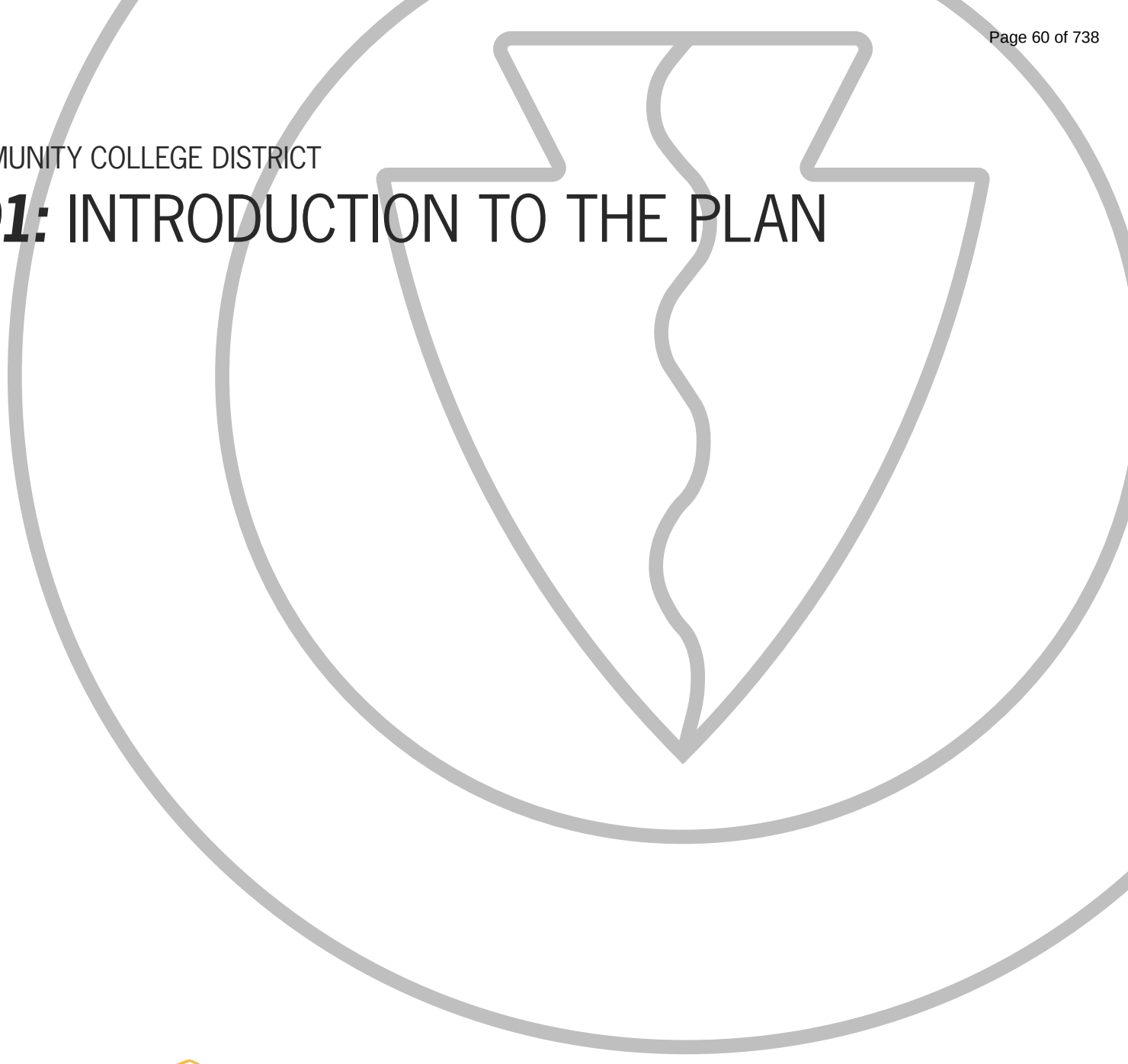
The SBCCD District Support Operations Facilities Master Plan envisions a dynamic DSO office that serves the needs of staff and faculty within the office setting.


SAN BERNARDINO VALLEY COLLEGE FACILITIES MASTER PLAN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT FACILITIES MASTER PLAN
SBCCD DISTRICT SUPPORT OPERATIONS FACILITIES MASTER PLAN
CRAFTON HILLS COLLEGE FACILITIES MASTER PLAN

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VOLUME 01: INTRODUCTION TO THE PLAN

(2025 – 2037)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CRAFTON HILLS COLLEGE

San Bernardino Valley College

DLRGROUP

ABOUT SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (SBCCD)

San Bernardino Community College District is home of Crafton Hills College, San Bernardino Valley College, and KVCR 91.9 FM and TV Channel 24. SBCCD provides access to quality and affordable higher education and career training. SBCCD draws in students from the Inland Empire, providing over 150 academic and hands-on career training programs to roughly 20,000 students a year. In 2021, both Crafton Hills College and San Bernardino Valley College received the highest accreditation from the Accrediting Commission for Junior and Community Colleges.

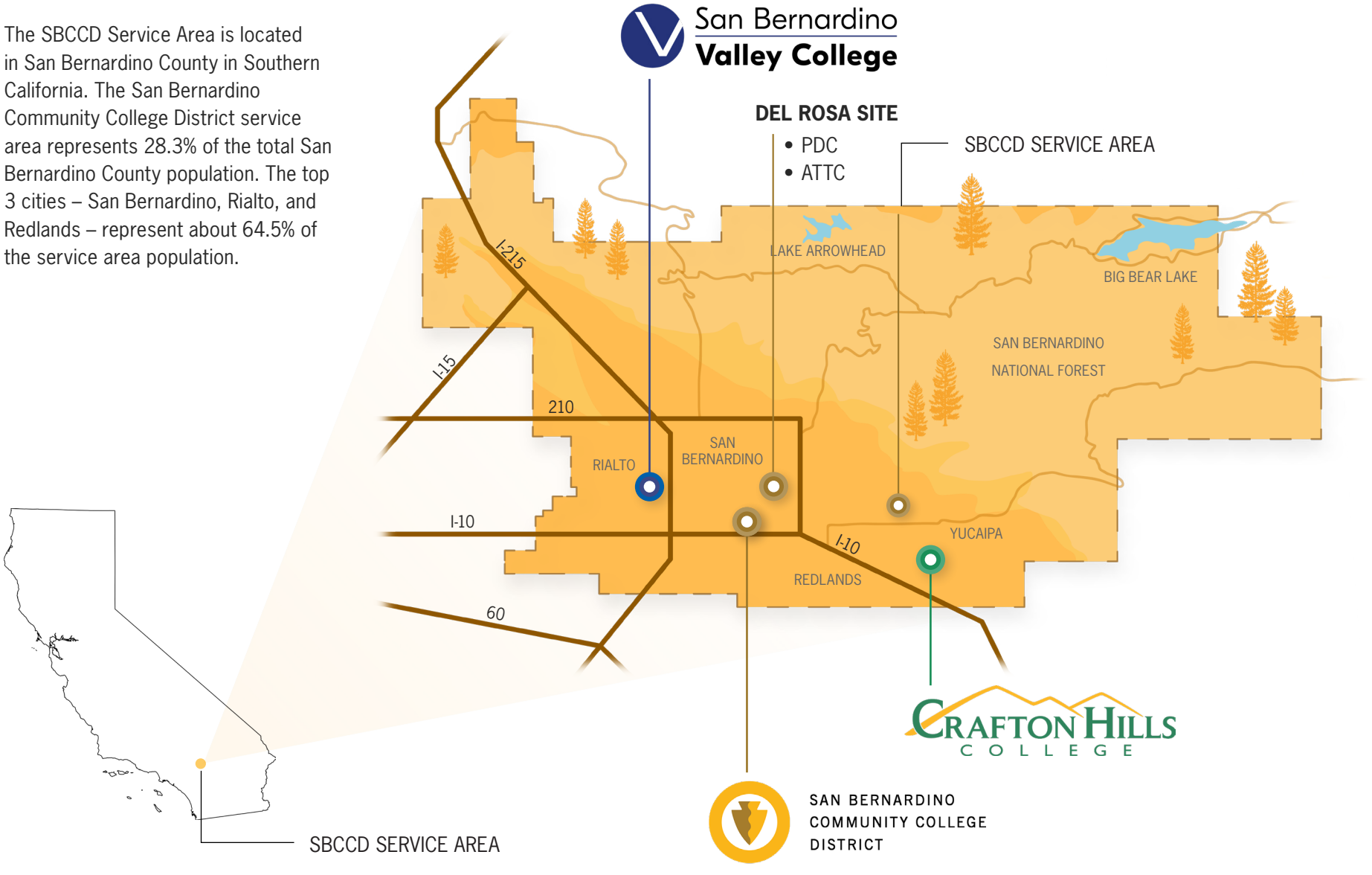




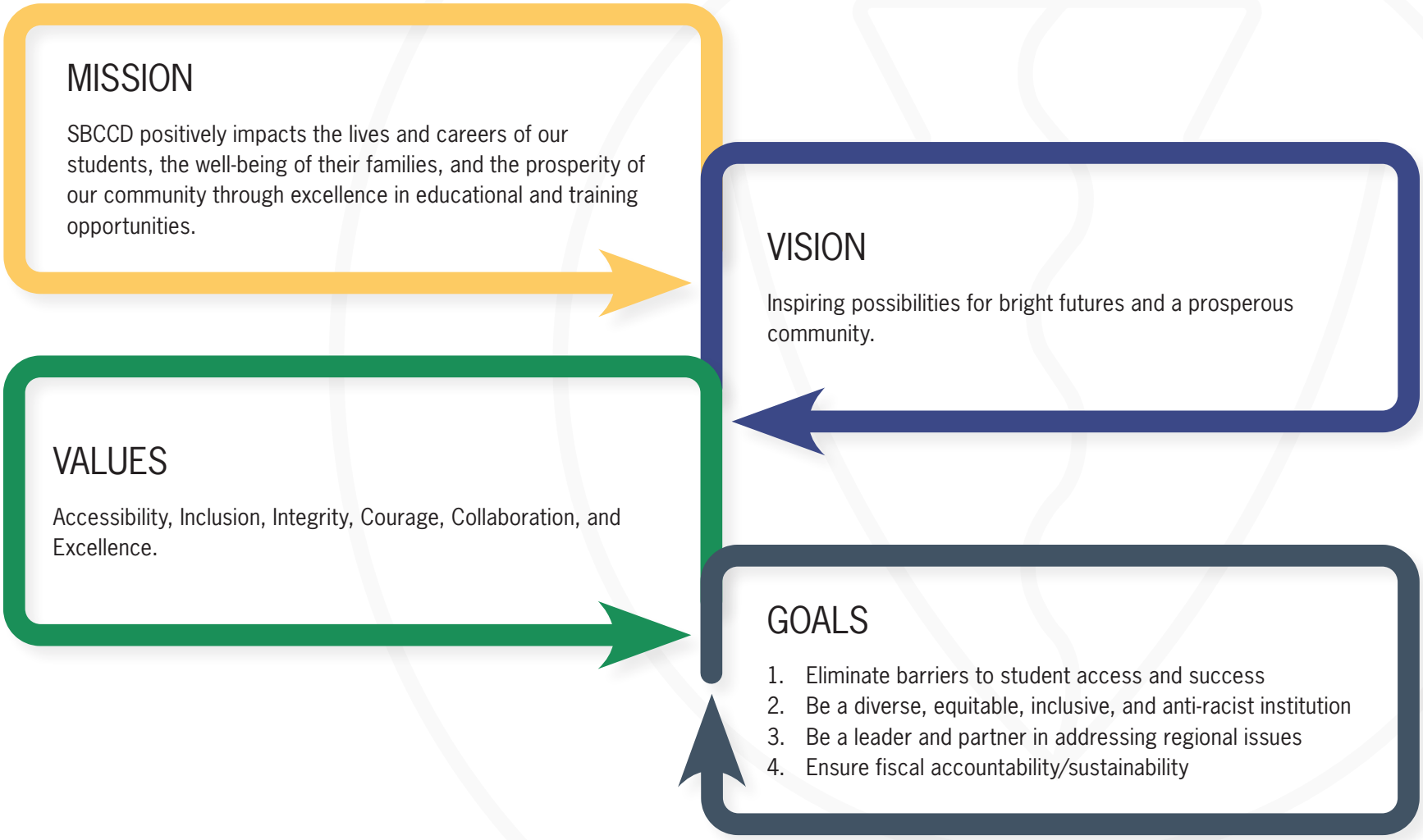


SBCCD LOCATIONS

The SBCCD Service Area is located in San Bernardino County in Southern California. The San Bernardino Community College District service area represents 28.3% of the total San Bernardino County population. The top 3 cities – San Bernardino, Rialto, and Redlands – represent about 64.5% of the service area population.



SBCCD MISSION, VISION, VALUES, AND GOALS



PURPOSE OF THE PLAN

The Facilities Master Plan for San Bernardino Community College District provides a holistic, long-range vision to support the district's goals, inform key decision-making, provide a sustainable framework for capital improvements, maximize funding opportunities, and support community partnerships. This plan is an update to previous master planning efforts for San Bernardino Valley College and Crafton Hills College; the update to the Facilities Master Plans reflects preparation for a new bond cycle, stabilization of enrollment post-covid, introduction of new ways of working, and optimization and modernization of facilities. The Facilities Master Plan for District Support Operations reflects the modernization and optimization of facilities, as well, to support staff trajectories, modern workspace styles and trends and the identity and brand of SBCCD.

The purpose of a facilities master plan is to:

- Create a vision for the future that aligns with the strategic direction of the District and Colleges
- Create a guide for development over time
- Establish a basis for informed decision-making going forward
- Strengthen relationships within the campus and with the community
- Provide a roadmap and tools for implementation

KEY ELEMENTS OF THE PLAN:

Incorporating Past Planning
This plan is informed by previous plans and studies conducted by the district and campuses.

Creating a Collective Vision
The Facilities Master Plan is an ambitious — yet realistic — vision for the district, crafted through stakeholder contributions.

Informing Through Data
The Facilities Master Plan is informed and supported by analyzing space needs and physical site conditions.

Integrating Flexibility
The Facilities Master Plan is developed to adapt and mold to the changing needs of SBCCD's various institutions.



COMPREHENSIVE PLANNING

The last comprehensive master plans were completed in 2017, with an addendum completed for Crafton Hills College in 2021. Those plans have since been supplemented with larger planning efforts including Educational Master Plans, the DSO Support Plan, and the recently completed Landscape Master Plan at San Bernardino Valley College. Both colleges have numerous projects underway that were identified in their prior master plans with clear objectives and implementation strategies.

The 2017 master planning efforts for both, Crafton Hills College and San Bernardino Valley College focused on creating a strategic framework toward long-term growth and integrating planning efforts between the two colleges and the District Support Operations (DSO). The plans centered on improving each campus' experience, from the beautification of campus to the quality of life for students, faculty, staff, and visitors.

The plans consisted of four key areas: facility improvements, optimal growth, campus beautification, and realignment of campus parking; providing a defined vision for the campus, further solidifying the previously funded projects, and emphasizing flexibility in implementation to meet future needs. The plans also established planning principles for sustainable and dynamic campus environments, by evaluating current campus conditions, highlighting the need for improved connectivity and parking realignment, and fostering connections between prior planning efforts.

The 2023 District Support Operations Plan was developed as a supporting measure for both the District Strategic Plan and the two college Educational Master Plans. The plan outlined four key components: develop the five-year DSO Plan Strategic Directions and supporting actions, align and refine the SBCCD Integrated Planning Model components, confirm and revise the SBCCD Delineation of Functions Map, and continue building collaboration, respect, and a positive culture among DSO, SBVC, and CHC colleagues; delivering five-year strategic directions and supporting actions that align to streamline the planning process and eliminate duplicative work.

SBCCD also completed a District Needs Assessment in 2022 that studied different sites including: KVCR/IMA, 114 Del Rosa, and ATTC. The Needs Assessment studied program synergies and future needs for the District's different locations.

The past planning efforts for the District Support Operations (DSO), SBVC, and CHC are important references for this Facilities Master Plan. This Plan references these past efforts to inform and shape the future vision.

PLANNING PROCESS

MASTER PLANNING: A FOUR PHASE PROCESS

01

Analysis and Assessment

In Phase 1, goals, opportunities, and needs were identified through extensive data gathering, analysis, assessment, and engagement with stakeholders. Engagement and analysis provide quantitative and qualitative data, which informed the physical planning for the District Support Operations facilities, Crafton Hills College, and San Bernardino Valley College.

02

Big Ideas and Concepts

In Phase 2, additional stakeholder engagement generated “Big Ideas”, alternatives for campus development were created, and a development framework that allows for flexible implementation was defined.

03

Planning for Implementation

In Phase 3, concepts were vetted and prioritized into a Draft Plan. Campus improvements were prioritized according to return on investment, strategic value, and impact on recruitment, retention, and completion.

04

Documentation and Approvals

In Phase 4, the District Support Operations Facilities Master Plan, Crafton Hills College Facilities Master Plan, and the San Bernardino Valley College Facilities Master Plan were confirmed, documented, and delivered.

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VOLUME 02: SAN BERNARDINO VALLEY COLLEGE FACILITIES MASTER PLAN

(2025 – 2037)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

San Bernardino Valley College

DLRGROUP

MESSAGE FROM THE PRESIDENT

As San Bernardino Valley College approaches its 100th anniversary, we celebrate a legacy of innovation and impact. Founded in 1926, SBVC began with just 300 students and 17 faculty members, holding classes at local high schools before moving into its first purpose-built campus in 1927. Today, we proudly serve over 13,000 students each semester, offering more than 200 degrees and certificates.

Our centennial is a testament to the vision of our founders and the enduring importance of place in education. SBVC's built environment fosters innovative teaching and learning, creates a sense of belonging, and provides spaces that the communities we serve are proud to call home. Education remains the pathway to a brighter future, and SBVC stands as a powerful reminder of this truth in our centennial year.

In recent years, we've led transformative changes, including pioneering career pathways in high-demand industries and expanding support for our diverse student population. Looking ahead, we are committed to continuous growth—enhancing facilities, advancing sustainability, and enriching our curriculum to meet the needs of a dynamic workforce.

As we move into our next century, we will deepen partnerships with local industries, expand bachelor's degree programs, and invest in technologies that transcend traditional classrooms. Through these efforts, we will empower our students, uplift our community, and drive social and economic mobility.

Our centennial is a bridge to the future—a moment to honor our history and embrace the opportunities ahead. Together, we will shape the next century of success at San Bernardino Valley College. Here's to a future as inspiring as our past.

Gilbert J. Contreras, Ph.D.
President
San Bernardino Valley College



Gilbert J. Contreras, Ph.D., President

San Bernardino Valley College



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2.2 CAMPUS BASELINE

2.3 GUIDING PRINCIPLES, SPACE NEEDS, AND PROGRAM NEEDS

2.4 CAMPUS VISION PLAN

2.5 IMPLEMENTATION PLAN

2.6 APPENDIX



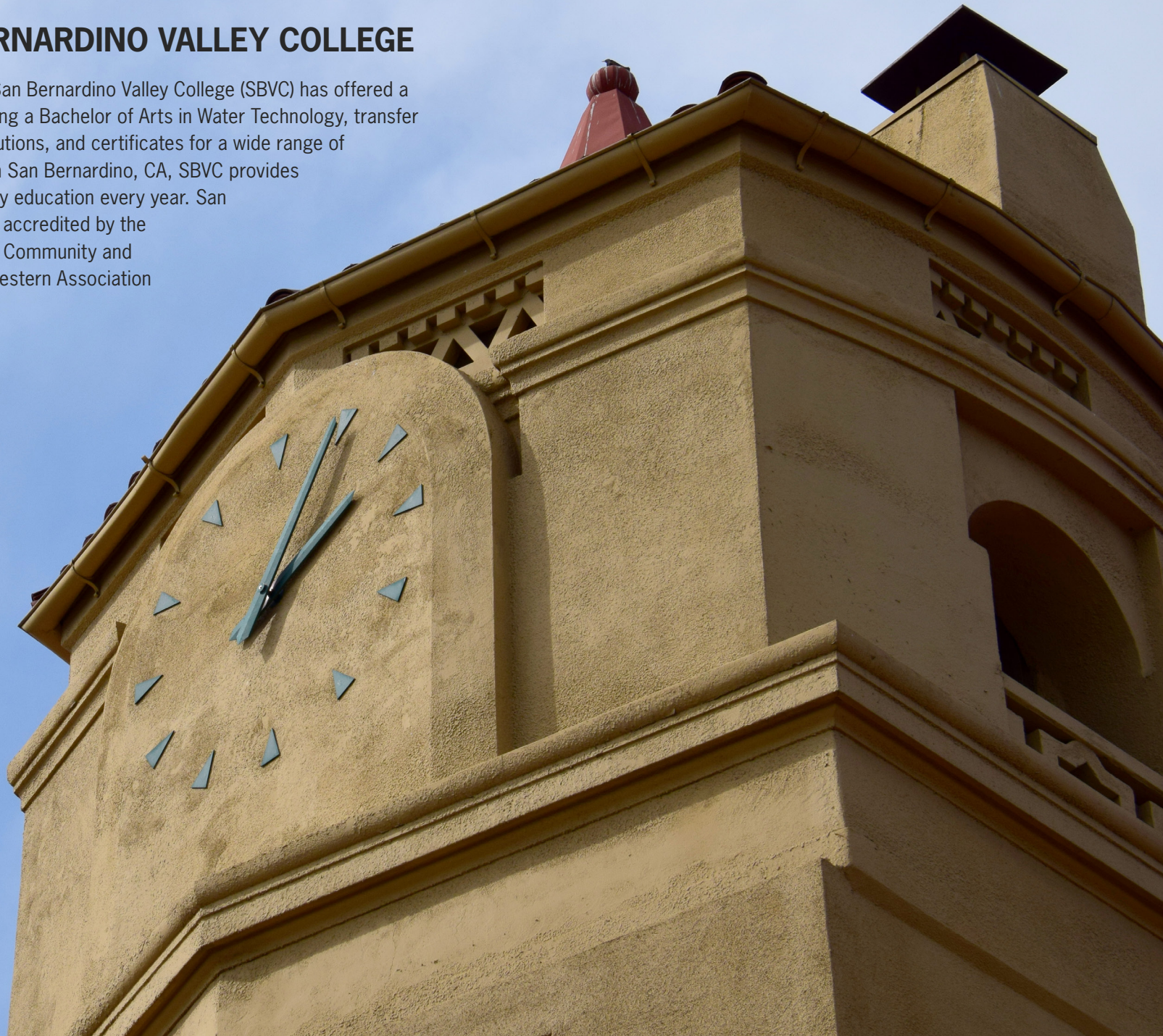
SBVC1

PROJECT INTRODUCTION



ABOUT SAN BERNARDINO VALLEY COLLEGE

Since its opening in 1926, San Bernardino Valley College (SBVC) has offered a full range of degrees including a Bachelor of Arts in Water Technology, transfer programs to four-year institutions, and certificates for a wide range of careers. Centrally located in San Bernardino, CA, SBVC provides over 13,000 students quality education every year. San Bernardino Valley College is accredited by the Accrediting Commission for Community and Junior College (ACCJC) of Western Association of Schools and Colleges.



SBVC MISSION, VISION, VALUES, AND GOALS

MISSION

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an anti-racist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

VISION

Through offering a variety of degrees, certificates, skill-building courses, and opportunities for personal and professional enrichment, San Bernardino Valley College strives to be the institution of choice for the region. Our inclusive culture, quality education, and comprehensive support services will create leaders dedicated to promoting social justice and community advocacy on a local and national level.

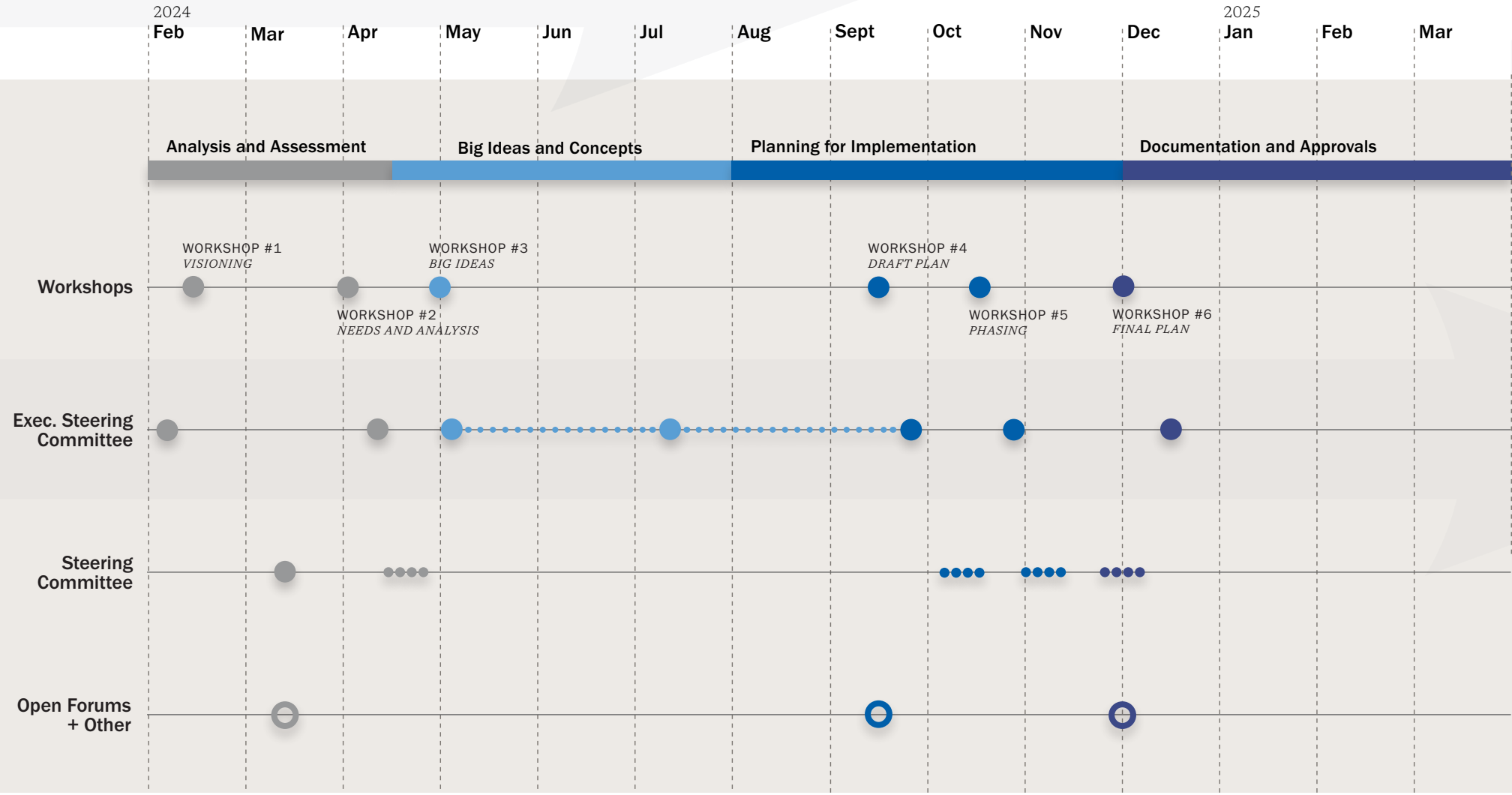
VALUES

Student Success, DEIA (Diversity, Equity, Inclusion, and Anti-Racism), Open Access, Campus Climate, and Participatory Governance.

GOALS

1. Eliminate barriers to student access and success
2. Be a diverse, equitable, inclusive, and anti-racist institution
3. Be a leader and partner in addressing regional issues
4. Ensure fiscal accountability/sustainability

MASTER PLANNING SCHEDULE



01: Analysis and Assessment

Goals, opportunities, and needs were identified through extensive data gathering, analysis, assessment, and engagement with stakeholders. Qualitative and quantitative data informed the physical planning at San Bernardino Valley College.

02: Big Ideas and Concepts

Additional stakeholder engagement generated “Big Ideas”, created alternatives to campus development, and defined a development framework that allows for flexible implementation.

03: Planning for Implementation

Campus improvements were prioritized according to return on investment, strategic value, and impact on recruitment, retention, and completion.

04: Documentation and Approvals

The San Bernardino Valley College Facilities Master Plan was confirmed, documented, and delivered. The following document provides a summary of the planning process, existing conditions, and strategic recommendations to guide future development for SBVC.

PREVIOUS PLANS AND STUDIES

As a part of the Master Planning Process the team referenced past planning efforts completed by San Bernardino Valley College and San Bernardino Community College District, including the following documents:

- 2017 Comprehensive Plan
- 2018 Sewer System Management Plan
- 2020 Utility Master Plan
- 2021 Land Acquisition Visioning Document
- 2022 Updated Land Acquisition Visioning Document
- 2022 Strategic Plan
- 2023 Education Master Plan
- 2023 Sustainability Plan
- 2023 Landscape Master Plan
- 2024 Wayfinding Master Plan
- ZNE Plan
- Five-Year Construction Plan
- Waste Management Plan

2017 COMPREHENSIVE MASTER PLAN

The 2017 Comprehensive Master Plan outlined the goals and objectives set forth by the Educational Master Plan and the Facilities Master Plan within one cohesive document, where the programmatic recommendations of the Educational Master Plan guided the long-term facilities planning process.

As a result of this effort, the following project list was proposed:

New Construction

- Career Pathways 1
- Career Pathways 2
- Parking Structure
- Student Services/ Instructional Building
- Warehouse Facilities
- Softball Field
- Performing Arts Center

Renovation

- Maintenance & Operations Building Repurposing
- Administration Building Repurposing
- Lois Carson Campus Center Repurposing
- Library Repurposing
- Greek Theater & Planetarium Renovation
- Physical Sciences and Heath & Life Science Secondary Effects

Campus-Wide

- Learning Environment Upgrades
- Vehicular Circulation and Parking
- Enriched Outdoor Environment
- Security and Safety
- Ancillary Logistics and Infrastructure

Proposed projects from the previous Plan that were not funded, implemented, nor are being planned for, were studied for incorporation into the current Plan.

2022 SBCCD STRATEGIC PLAN

In April 2022, the SBCCD Board of Trustees adopted the San Bernardino Community College District Strategic Plan 2022-2027. The Plan encompasses four broad goals to serve the residents, communities, and employers of the SBCCD region:

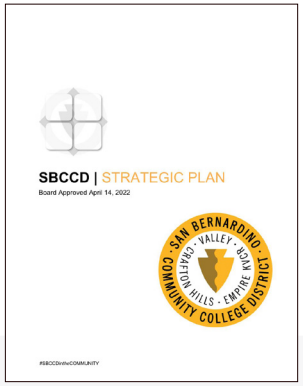
1. Eliminate Barriers to Student Access and Success

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

3. Be a Leader and Partner in Addressing Regional Issues

4. Ensure Fiscal Accountability / Sustainability



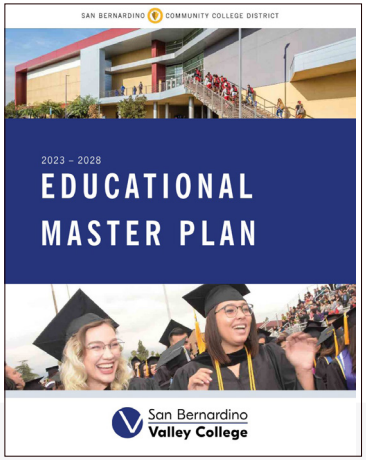


2023 EDUCATIONAL MASTER PLAN

Through a series of listening sessions with SBCCD stakeholders, an external environmental scan and visioning conversations, San Bernardino Community College District created five strategic directions along with supporting actions to help progress the effort.

The Educational Master Plan Strategic Directions are as follows:

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability



THE EDUCATIONAL MASTER PLAN & THE FACILITIES MASTER PLAN

The Facilities Master Plan emphasizes the importance of aligning with the Educational Master Plan. Each project was chosen and prioritized based upon its support for the Educational Master Plan. In the Campus Vision Plan section of the report, each project is described in relation to the Educational Master Plan and how it enhances the strategic direction of Valley College.

2023 LANDSCAPE MASTER PLAN

The Landscape Master Plan strives to build off of the historic assets and successful spaces, weaving new gardens, spaces and infrastructure into existing beloved spaces to create a strong and enduring sense of place and belonging, embodying the following project goals:

- Improve Comfort, Heat & Shade
- Create a Sense of Place and Beautification
- Improve Wayfinding and Arrival
- Create Opportunities for Exterior Gathering
- Maintenance and Sustainability

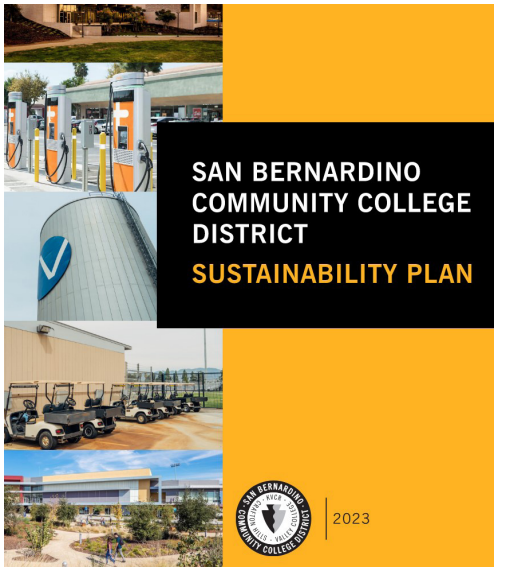


2023 SUSTAINABILITY MASTER PLAN

This Sustainability Plan serves as a strategic blueprint devised for the San Bernardino Community College District establishing a comprehensive and robust plan for sustainability efforts.

SBCCD's sustainability vision is woven around several sustainability focus areas, under which high-level goals have been defined for:

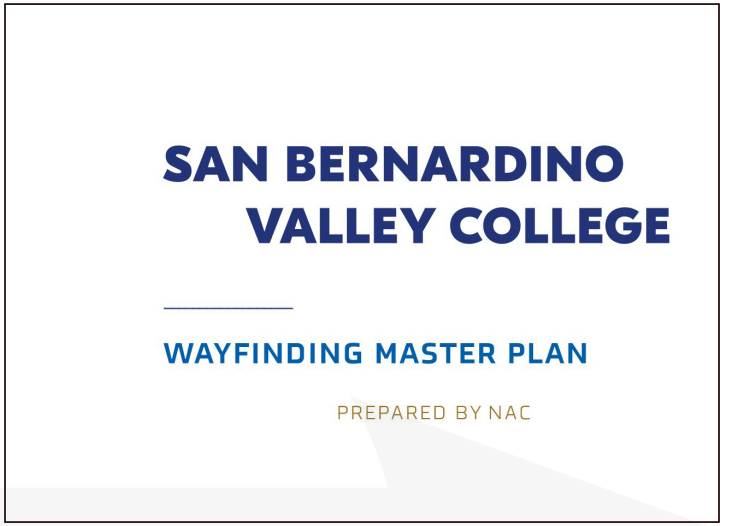
- Carbon Mitigation
- Materials
- Energy
- Ongoing Engagement and Transparency
- Water
- Education
- Transportation



2024 WAYFINDING MASTER PLAN

The planning process for the SBVC Wayfinding Master Plan included efforts in understanding the campus environment and existing signage conditions as a precursor to developing ideas. In response to components identified through collaborative visioning sessions, the plan presents a holistic set of recommendations to create an engaging, accessible, and dynamic environment aligning with the college's dedication to meaningful learning and belonging.

- Make it Welcoming
- Make it Clear
- Make it Specific
- Make it Connected
- Make it Systematic



ENGAGEMENT WITH CAMPUS COMMUNITY

San Bernardino Community College District understands the importance of user engagement in a successful planning process. Building from the framework established in the Educational Master Plan, the Facilities Master Plan demonstrates the integrated design process in bringing together a multitude of design elements, driven by stakeholder feedback. The planning efforts contained in this report were developed through a series of interactive workshops with campus leadership and stakeholders.

Multiple workshops were held to solicit feedback, providing information on campus existing conditions, priorities, and experiences. Each workshop incorporated engagement exercises that provided a lens for the planning team to understand campus perspectives and establish planning principles, goals, and objectives to guide the Plan forward.

The timeline below outlines the frequency of engagement with the campus community and college leadership:

Visioning

Big Ideas

Draft Plan

Document

March 26th, 2024 - Virtual Open Forum
March 28th, 2024 - In-Person Open Forum
May 1st, 2024 - Academic Senate
May 8th, 2024 - College Council
May 9th, 2024 - Special Senate
May 10th, 2024 - Classified Senate
September 17th, 2024 - Virtual Open Forum
September 19th, 2024 - In-Person Open Forum
October 31, 2024 - Student Senate
November 13th, 2024 - College Council
November 15th, 2024 - Classified Senate
November 20th, 2024 - Academic Senate
December 11th, 2024 - College Council
December 13th, 2024 - Classified Senate
January 15th, 2024 - Academic Senate







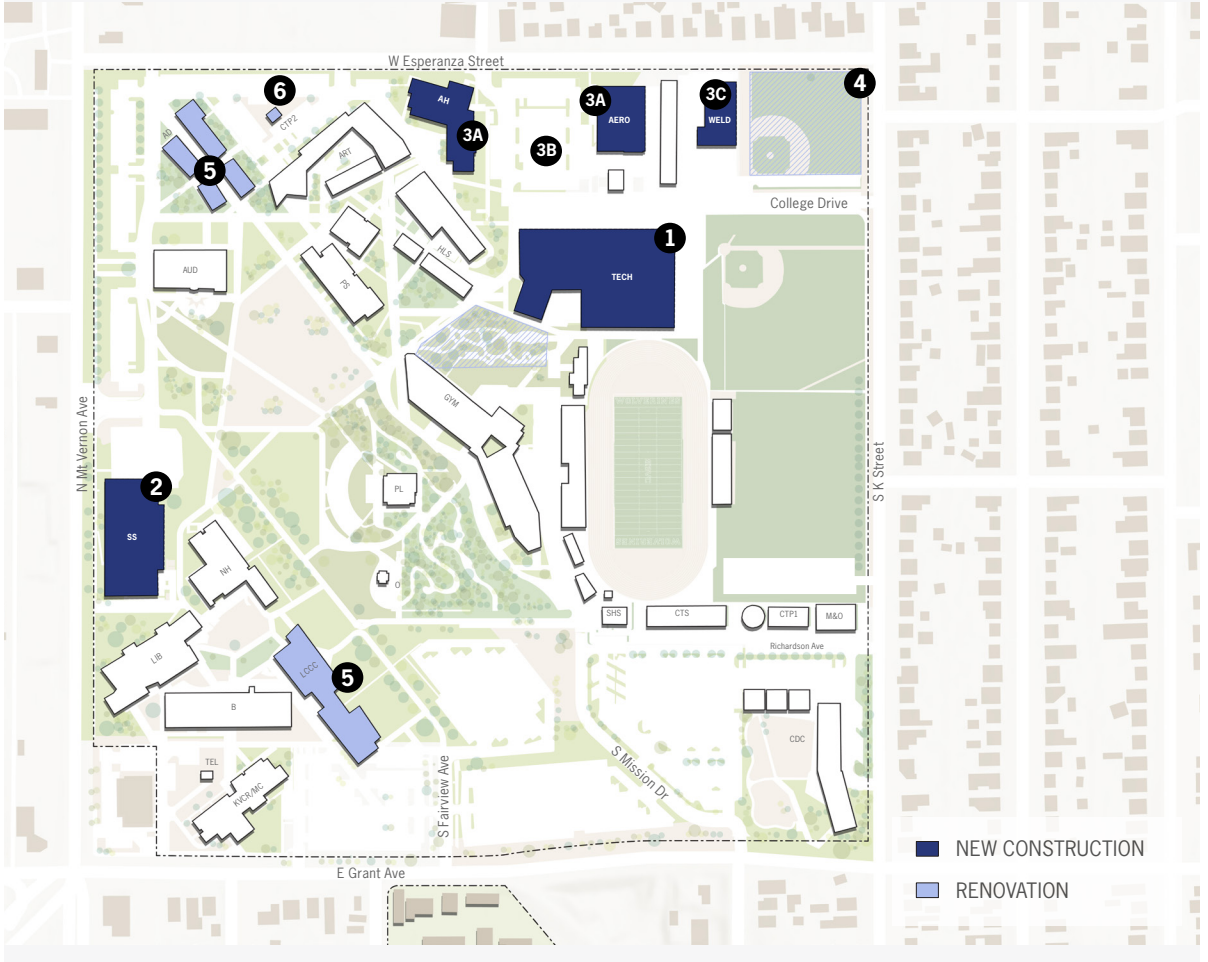
SBVC2

CAMPUS BASELINE



PHASE 00

Phase 00 Projects are Measure CC/Measure M funded projects that were determined prior to this planning process. These projects are the immediate, priority projects, serving as the cornerstone for this Facilities Master Plan.



*Infrastructure and additional projects include: Campus-wide Roof Replacement, Biology Garden Expansion, Landscape Master Plan, Wayfinding Master Plan, EV Charging Stations, Old Central Plant Repurpose, Campus-Wide Utility Upgrades, Observatory Investigation, Marque Replacement, Fiber Updates, Irrigation Controller Replacement, Campus-wide Security Migration, Gym Lobby Flooring, Retro-Commissioning, New Scoreboard at Baseball/ Soccer Field, Planetarium HVAC Replacement, PS & HLS Mechanical Improvements, Perimeter Fencing, and East Wing Mechanical Upgrades.

PHASE 00 PROJECT LIST

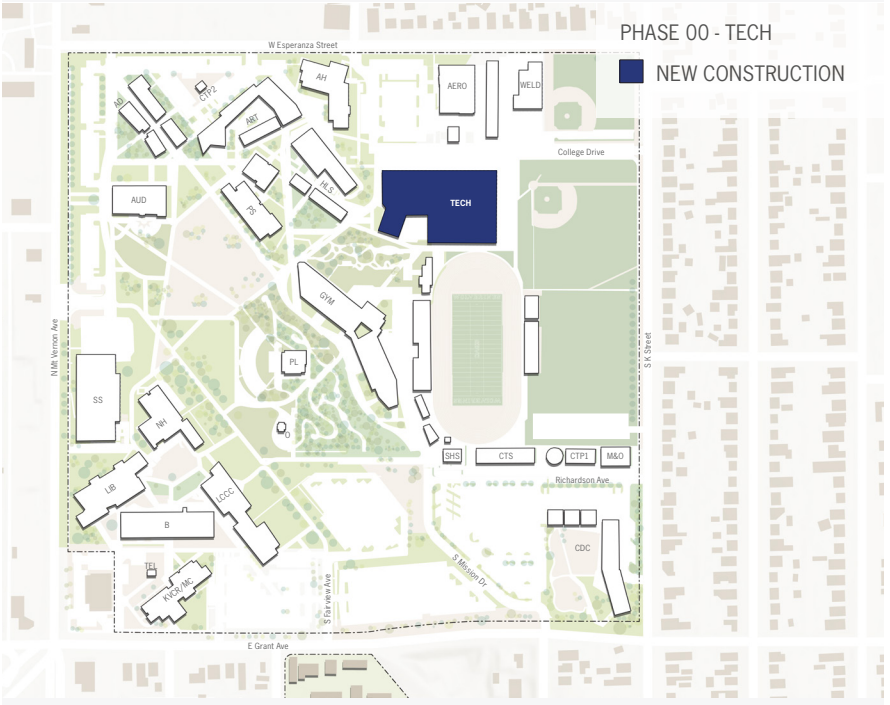
The following projects outline Phase 00, including new construction, renovations, demolition and campus-wide improvements. For the purposes of the Master Plan, these projects are assumed as the baseline condition of the Plan. The following pages highlight additional details on some of the new construction and renovation projects.

	NEW CONSTRUCTION
1	Career Pathways 1 (CP1) - Technical Building
2	Student Services Building
3	Career Pathways 2 (CP2)
	3A: Phase 1 - Allied Health & Aeronautics Building
	3B: Phase 2 - New Parking Lot (See Demolitions List)
	3C: Phase 3 - Welding Building
4	Softball Field

	RENOVATION
5	Administrative Building and Lois Carson Campus Center Repurpose
6	Old Central Plant Repurpose

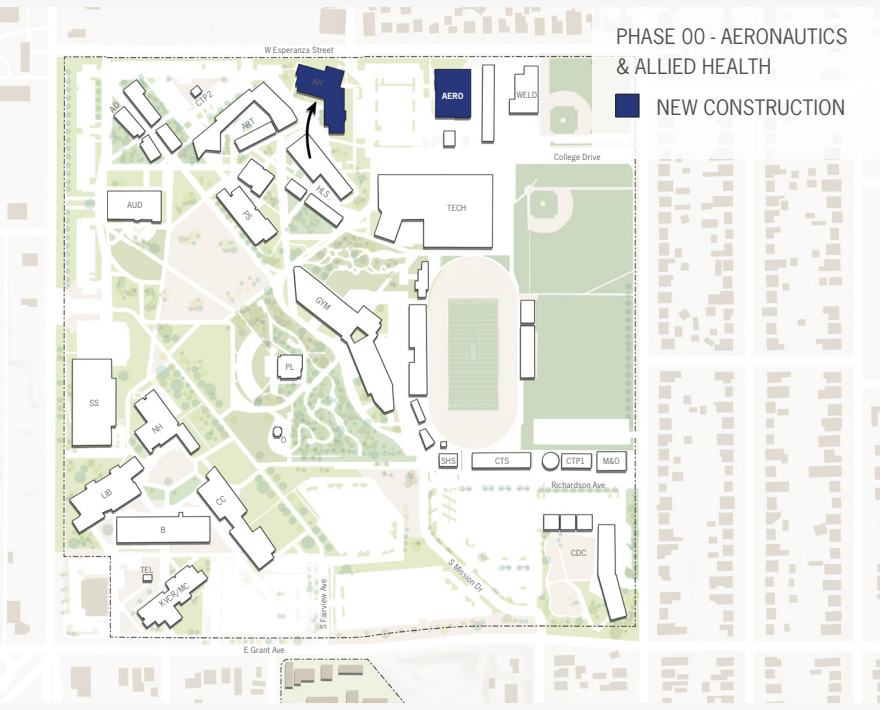
	DEMOLITION
	Applied Tech Building (Phase 2 of CP2)
	Liberal Arts Building

	CAMPUS-WIDE
	Irrigation Upgrades
	Utility Upgrades
	Infrastructure Upgrades*



CAREER PATHWAYS 1: TECHNICAL BUILDING

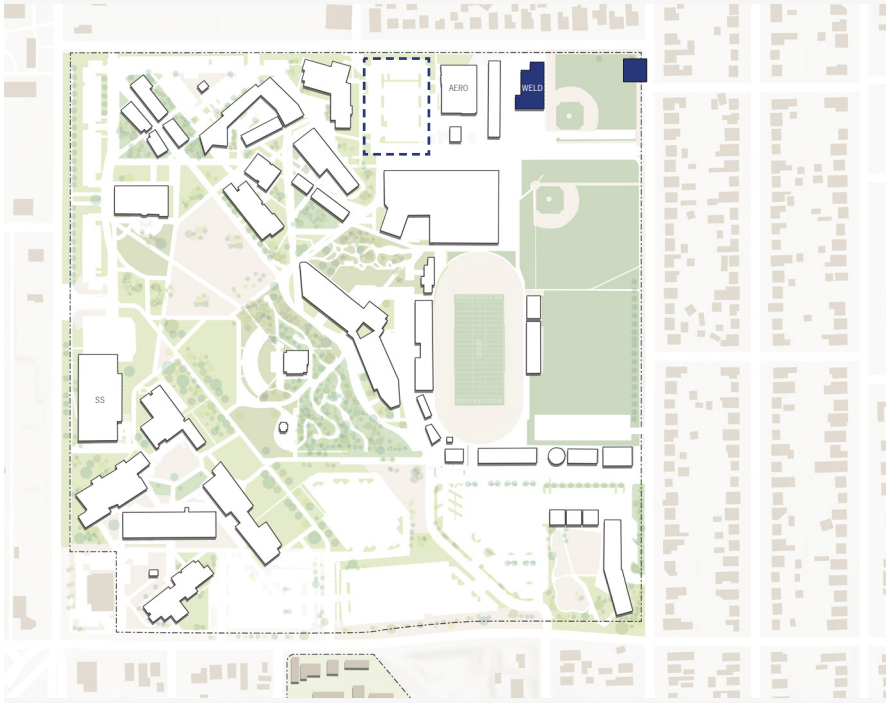
Currently under construction, the 114,897 GSF Technical Building will replace the previous Applied Technology building. Consolidating and increasing laboratory space for Career Technical Education, this new facility will provide state-of-the-art, collaborative training in electric automotive repair, water inspection technology, modern machining, HVAC technology, and more. The new facility is planned to be occupied by 2025.



CAREER PATHWAYS 2: PHASE 1 - AERONAUTICS AND ALLIED HEALTH BUILDINGS

To be completed in 2027, the new 26,300 GSF Aeronautics building will increase laboratory space, and modernize technology and instructional delivery methods for the Aeronautics Career Pathways program. The building will also be supported by a hangar and outdoor yard. The new facility is planned to be occupied by 2026.

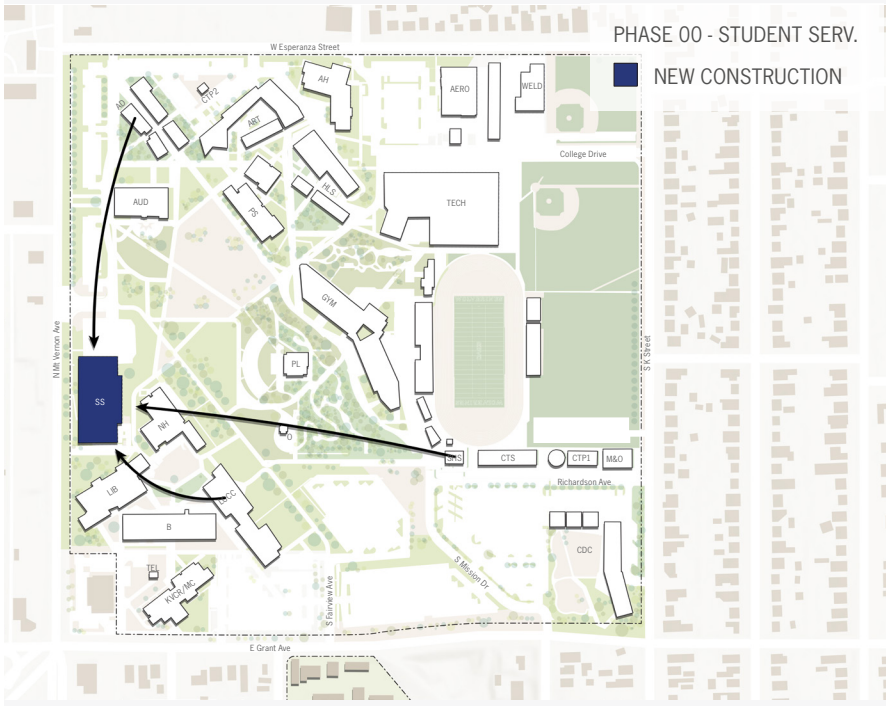
The new 17,200 GSF Allied Health building will increase and modernize instructional and laboratory space for health, nursing, and surgery. The facility is planned to be occupied by 2026, and will lead to opportunities within vacated space in the Health and Life Sciences building.



CAREER PATHWAYS 2: PHASE 2 AND PHASE 3 - NEW PARKING LOT AND WELDING BUILDING

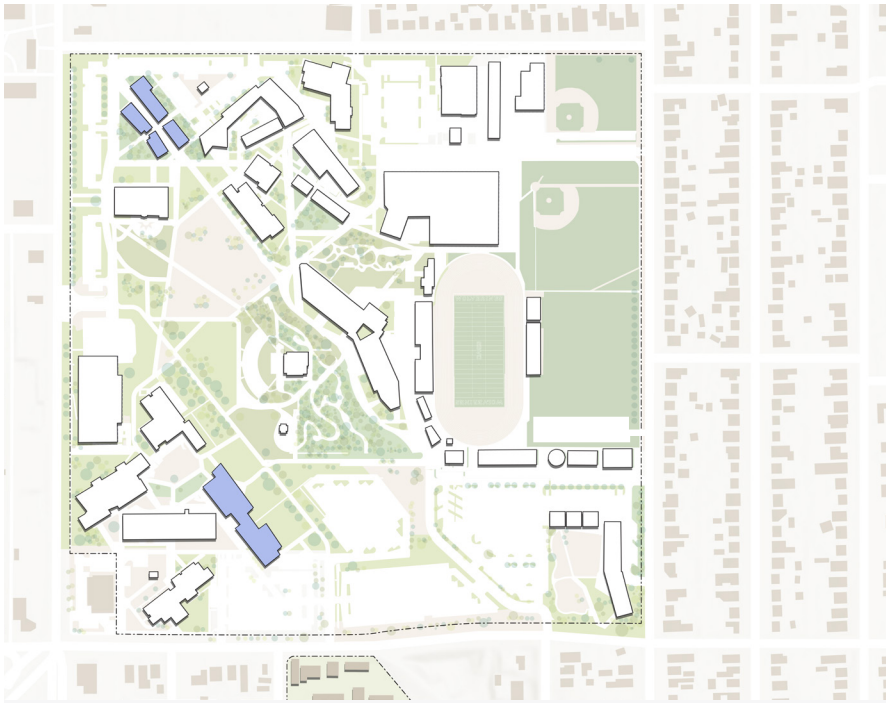
After the Technical Building, Aeronautics Building and Allied Health Building are built, the existing Applied Technology Building will be vacated and demolished, except for the East Wing. A new parking lot will be constructed.

To be completed in 2028, the new Welding building will support the growing Welding program that currently exists at SBVC. At approximately 12,000 GSF, the building will include classroom, lab/ fabrication and storage space. The new facility is planned to be occupied by 2028.



STUDENT SERVICES BUILDING

Currently in Design, the 102,691 GSF new Student Services building will provide a new one-stop shop for student services, including Admissions and Records, Financial Aid, Counseling Services, Health Services, Learning Resource Center, Placement Services, CalWORKs, Veterans Services, DSPS, EOPS, STAR Program, First Year Experience, Foster & Kinship Care Education, Dreamers, Guardian, and Outreach. The building will also include some classrooms and instructional labs. The new facility is planned to be completed by Fall 2027. This project enables the demolition of the existing Liberal Arts building, and will open up space in the Administration Building, Lois Carson Campus Center, and Student Health Services. The old Student Health Services building can provide a home for Basic Needs.

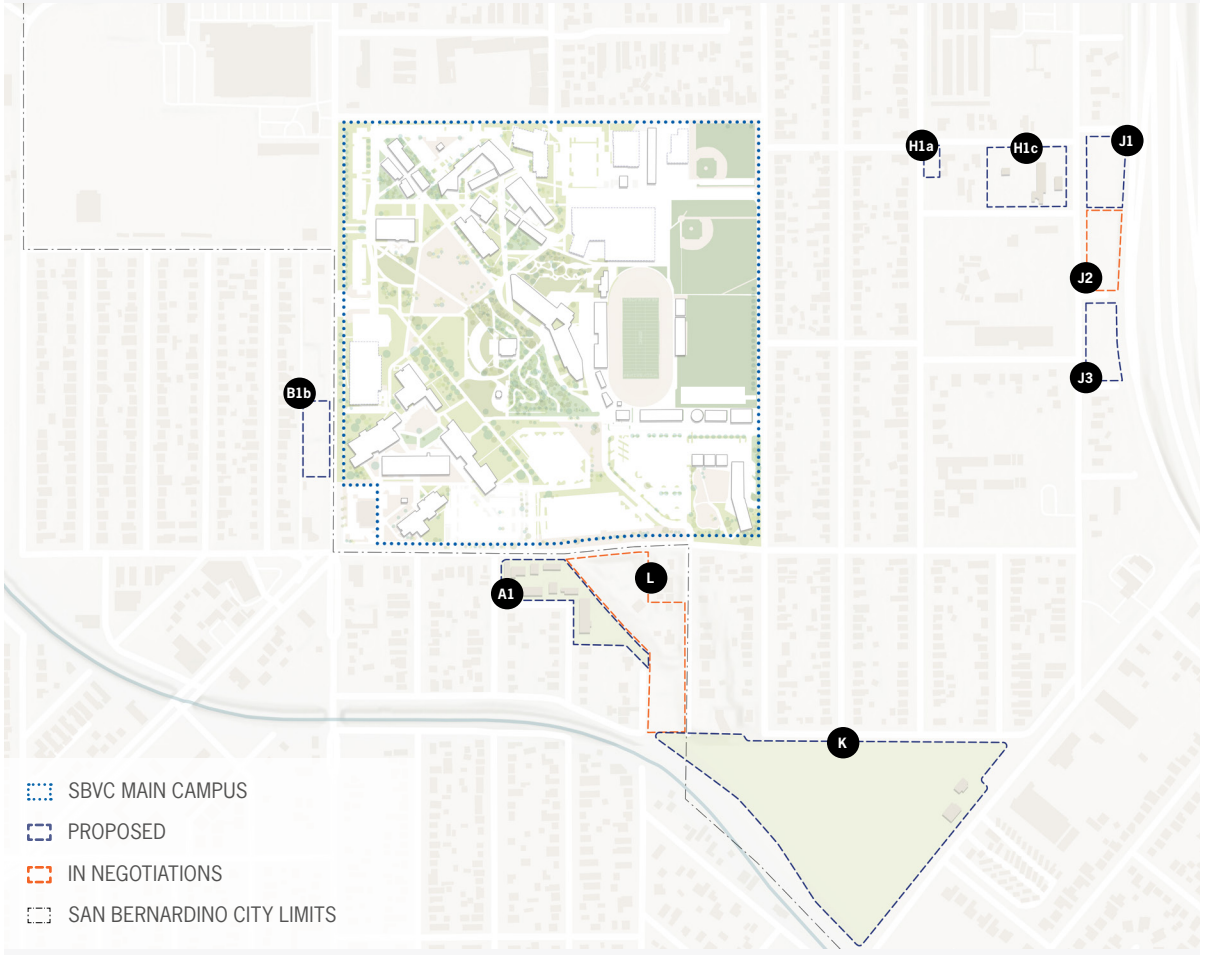


ADMINISTRATION BUILDING (AD) AND LOIS CARSON CAMPUS CENTER (LCCC) REPURPOSE

With the new Student Services building constructed, there will be space vacated in AD and LCCC. These spaces can provide a home for uses that are in existing modular space, or will be in temporary swing space, due to the demolition of Liberal Arts.

AD with its existing office and workspace configuration can house IT, faculty offices from Liberal Arts, and Human Resources. Additionally, there is the opportunity to move the College Foundation and Marketing from LCCC to AD.

The open LCCC space will house Mental Health Services. With the College Foundation and Marketing moving to AD, that space can support the Blu Foundation, Affinity Groups, and the Honors program.



PARCEL ACQUISITIONS

The parcels illustrated on the map are recent acquisitions or are currently in negotiation for acquisition. The Master Plan will incorporate these parcels into the future vision, with input from previous studies and needs identified through the planning process.

Parcel K will be used for the development of mixed-use student housing.

THE CAMPUS BASELINE

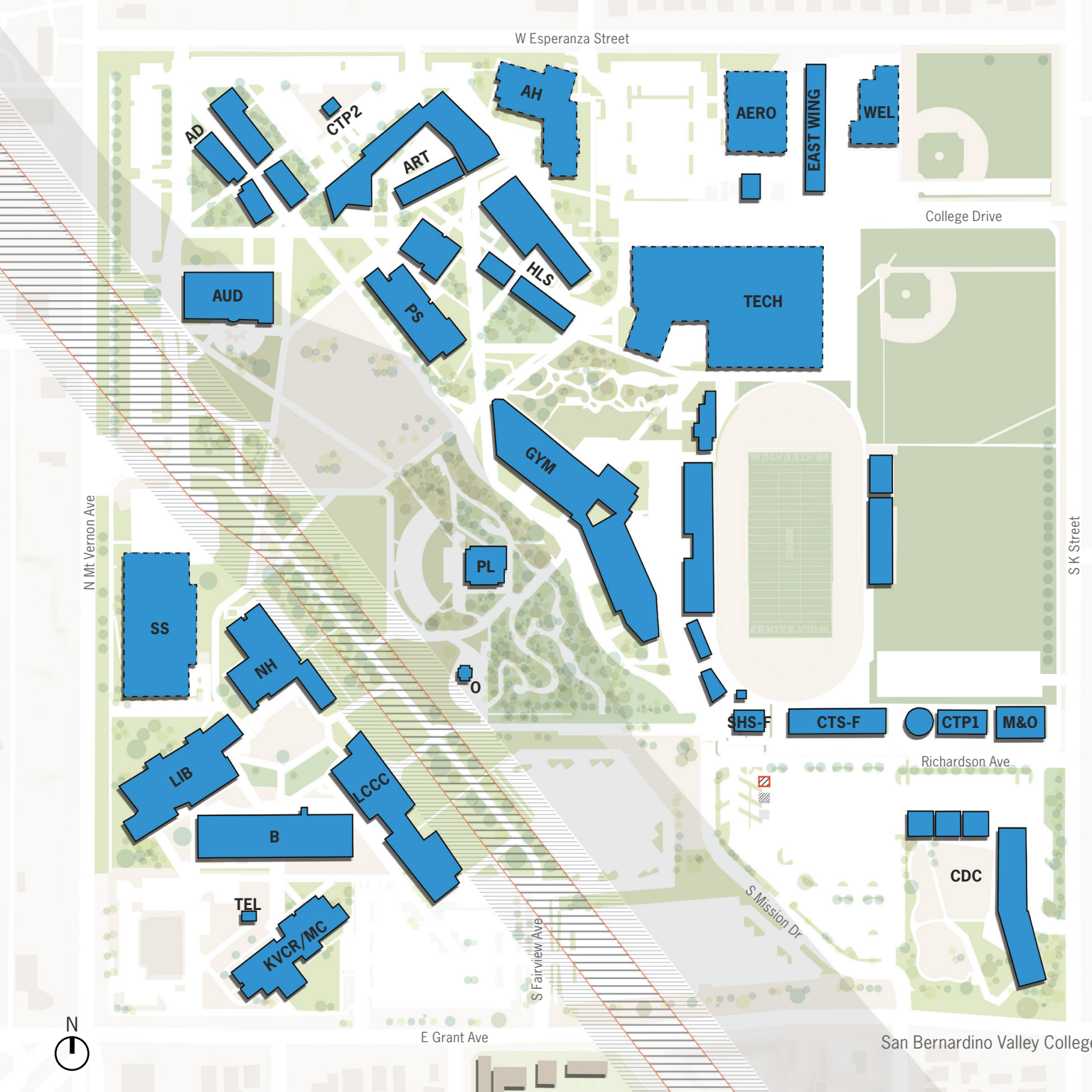
Located in the heart of San Bernardino along the 10 and 215 freeways, San Bernardino Valley College is comprised of 82 acres. Curated around an existing fault line, SBVC's facilities and open space foster a vibrant academic environment to serve the needs of nearly 13,000 students. The campus showcases a mix of architectural styles ranging from historic red brick to modern designs, complemented by a network of walkways and refined green spaces that connect the various academic and administrative buildings.

The following section summarizes existing conditions, including Phase 00 as the baseline, as it relates to buildings, landscape and open space, circulation and edges, and infrastructure.









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CDC	Child Development Center
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SHS - F	Student Health Services (Former)
SS	Student Services
TECH	Technical Building
TEL	Telecom Building
WEL	Welding Building

THE CAMPUS BASELINE

- EXISTING
- PHASE 00

CAMPUS SEISMIC ZONE:

- FAULT ZONE
- 50' SETBACK
- FOLD ZONE

BUILDINGS BY TYPE

The buildings at San Bernardino Valley College provide the physical framework for student success, fostering learning, discovery, and personal growth, ultimately creating a community in which all users can thrive. The physical spaces and mix of uses throughout campus support the academic mission of SBVC and bring students, faculty, staff, and community together.

ACADEMIC

Academic and instructional facilities are concentrated on the northern and southwestern sides of campus. Many of the existing academic facilities, like North Hall, Business, Auditorium, Planetarium, Art, and Health and Life Science, were designed and constructed to provide interdisciplinary space. Future buildings planned for SBVC - Technical, Aeronautics, and Allied Health - are designed with the same intention, and provide modern spaces to support growing and thriving programs, while also supporting a more collaborative academic environment.

OFFICE AND ADMINISTRATION

Complementary to the academic space, the office and administration spaces are critical functions of the campus environment. Accessibility to the programs in these spaces is imperative for student success and the co-location of these uses with academics and student space strengthens the mission of the institution.

While all administrative uses do not need to be directly in the center of campus, student services and student facing programs should. The development of the new Student Services building will address this, centrally locating many of the office and administrative spaces important for students. There is an opportunity to continue to foster student-focused administrative space in the core of campus.

ATHLETICS

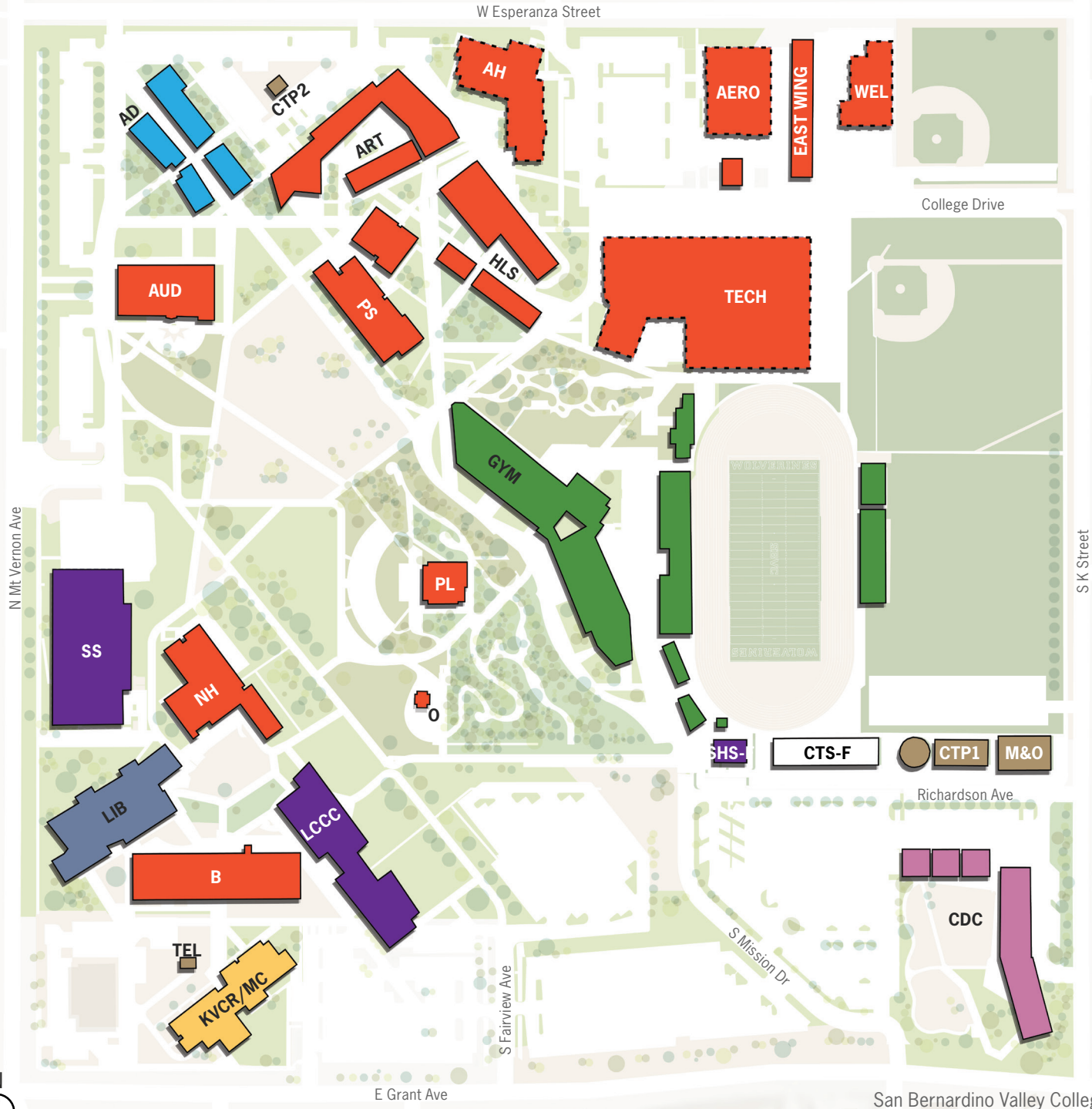
The gym on San Bernardino Valley College's campus has quickly become a paramount feature on the campus, responsible for hosting various campus functions including everyday use, athletics, and events. The gym is an opportunity to strengthen engagement with the entire campus community and serve as a heart within campus that supports health and well-being.

LIBRARY

The Library has long since provided a haven for students, staff, and faculty alike. The Library was intentionally designed as an interdisciplinary space, collocating programs leading to collaboration. A variety of spaces support collaboration, study, and flexible use, including first-come, first-served group study rooms, an open and accessible first floor, and stack space on the second floor. There is an opportunity to rethink stack space on the second floor, as the need for physical volumes decreases with the evolution of technology and higher education.

STUDENT LIFE AND STUDENT SERVICES

The campus prioritizes student services and student life with facilities like the Student Services building and the Lois Carson Campus Center. With close proximity to one another, these two buildings create a hub and a heart on campus for student services and functions such as health services, dining, and the bookstore should be bolstered through this plan. Prioritizing the centralization of these types of uses will continue to be important in this Plan.



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BUILDING USE

- ACADEMIC
- ADMINISTRATION
- ATHLETICS
- LIBRARY
- MAINTENANCE & OPERATIONS
- CHILD DEVELOPMENT CENTER
- STUDENT LIFE & SERVICES
- DISTRICT
- PHASE 00

FACILITIES CONDITION

San Bernardino Valley College has developed over time with buildings constructed in different eras; two buildings were constructed in the 1930's, two buildings were constructed in the 1960's, two buildings were constructed in the 1970's, seven buildings were constructed in the early 2000's and four buildings were constructed within the last 15 years. The overall condition of each campus facility is key information for a long-term planning effort, signaling when building infrastructure and maintenance upgrades will be needed. This is a piece of the holistic picture that informs renovations and replacements of facilities within a larger plan.

FACILITIES CONDITIONS ASSESSMENT

A Facilities Condition Assessment (FCA) was completed as a part of the Facilities Master Planning Process. The full findings of the 2024 Facilities Conditions Assessment can be found in the Appendix. A major goal of the FCA is to calculate the Facility Condition Index (FCI), which provides a theoretical objective indication of a facility's overall condition. The FCI is defined as the ratio of the cost of current needs divided by the current replacement value (CRV) of the facility.

The adjacent chart presents the industry standard ranges. As the Master Planning process examines and assumes the future of the campus environment in 10 years, the diagrams on the facing page outline the anticipated conditions of each of the facilities at the end of defined periods (if no action was taken). This provides an illustration of when specific buildings will need focused investment.

FCI Ranges and Description	
Good: 0 - 5 %	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
Fair: 5 - 10%	Subject to wear but is still in a serviceable and functioning condition.
Poor: 10 - 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
Critical: 30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

CURRENT (2024)

As of 2024, all but two of the assessed buildings receive an FCI rating of less than 5% and a classification of 'Good'. The remaining two buildings, Shipping/Receiving Office and the Liberal Arts Building, receive 'Fair' classifications. Since the Liberal Arts building is already slated for demolition in Phase 00, it stays absent from the diagrams.

2027

Projecting three years out, to 2027, the majority of the assessed buildings still hold a classification of 'Good' or 'Fair', with the exception of two buildings, the Shipping/Receiving Office and Lois Carson Campus Center buildings, receiving a 'Poor' classification.

2029

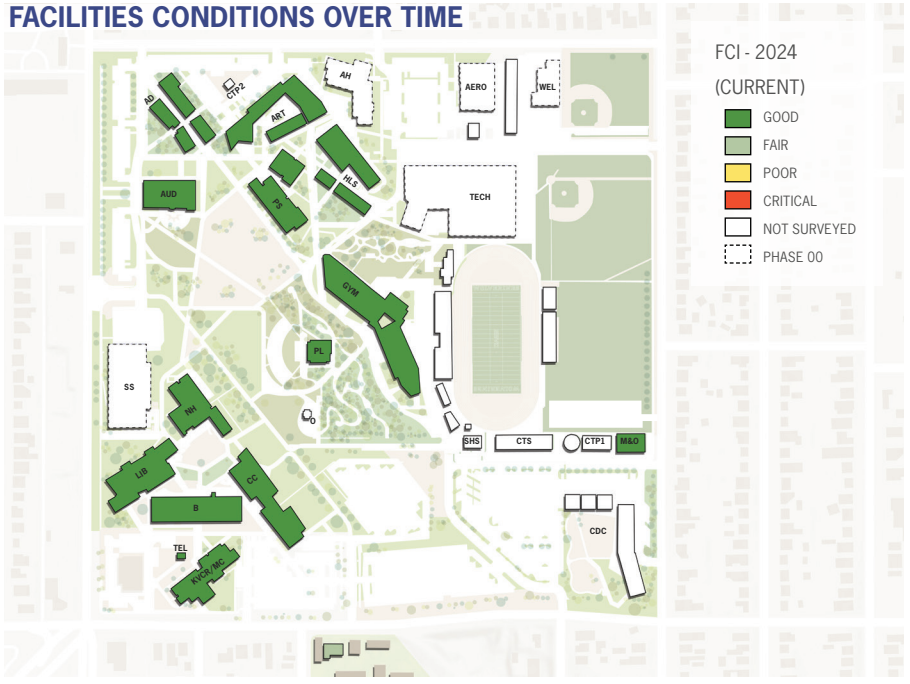
Projecting five years out, to 2029, eight of the assessed buildings receive a 'Poor' classification, five of the assessed buildings receive a 'Fair' classification and three buildings, the Auditorium, North Hall and the Gym, hold a 'Good' classification.

2034

Projecting 10 years out, to 2034, the majority of assessed buildings receive 'Poor' classifications, aside from Gym and the first 'Critical' classification emerges with the Shipping/ Receiving Office building.

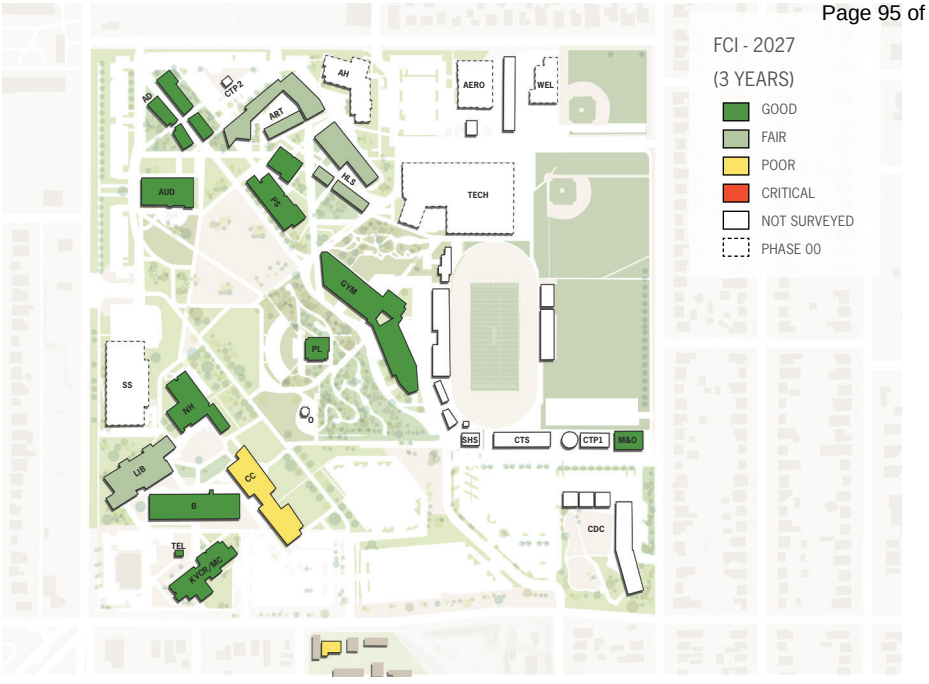
Although campus buildings are generally in good condition today, investment in maintenance will need to continue over the next ten years to ensure they remain operational.

FACILITIES CONDITIONS OVER TIME



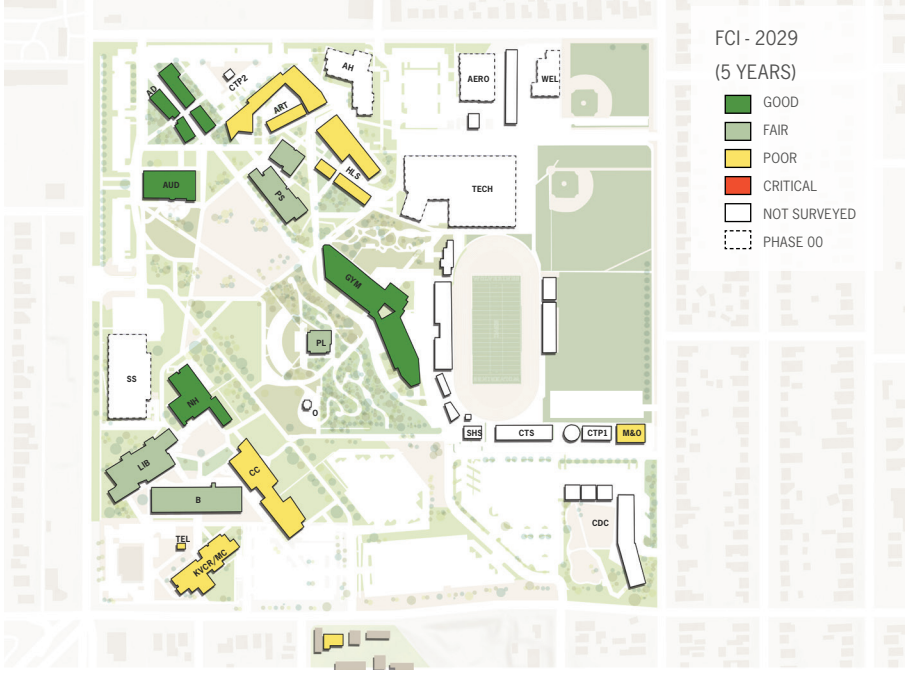
FCI - 2024
(CURRENT)

- GOOD
- FAIR
- POOR
- CRITICAL
- NOT SURVEYED
- PHASE 00



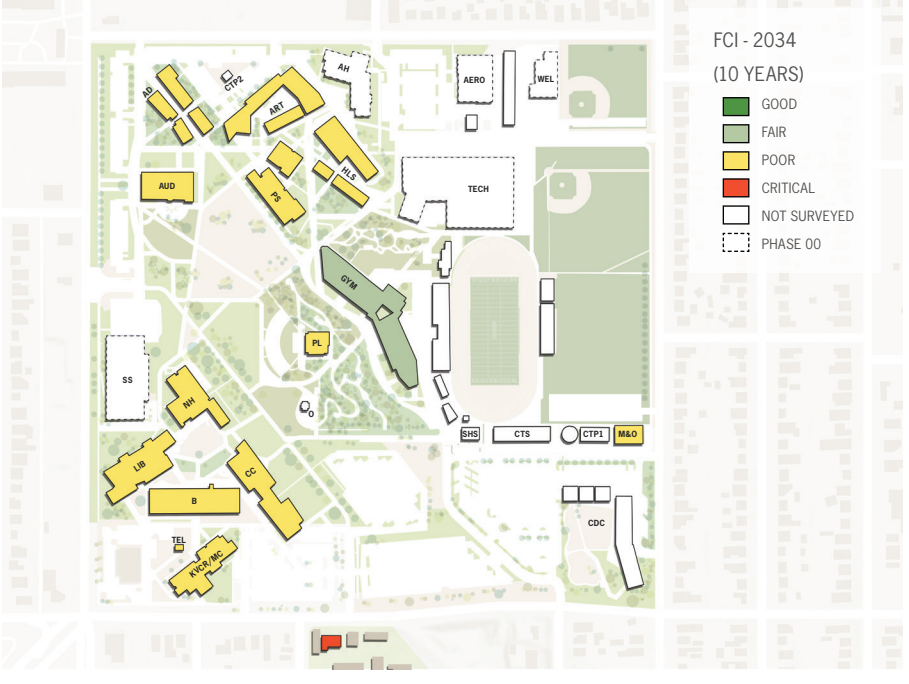
FCI - 2027
(3 YEARS)

- GOOD
- FAIR
- POOR
- CRITICAL
- NOT SURVEYED
- PHASE 00



FCI - 2029
(5 YEARS)

- GOOD
- FAIR
- POOR
- CRITICAL
- NOT SURVEYED
- PHASE 00



FCI - 2034
(10 YEARS)

- GOOD
- FAIR
- POOR
- CRITICAL
- NOT SURVEYED
- PHASE 00

OPEN SPACE

SBVC has a variety of open spaces, including axial corridors, intimate courtyard space between buildings, educational gardens, stormwater management areas, a Greek Theater, and athletic fields. Much of the campus open space comprises of expanses of lawn intersected by a network of pedestrian paths. There are educational gardens adjacent to the Planetarium and the Gym, and several courtyard gardens distributed throughout the campus.

The large centrally-located educational gardens are within high-traffic areas, along a main pedestrian corridor through the campus core. The Greek Theater with built-in seating further defines the center of campus and is a unique asset to the community and place for respite. These open spaces require additional shading and seating to enhance the habitability of the area.

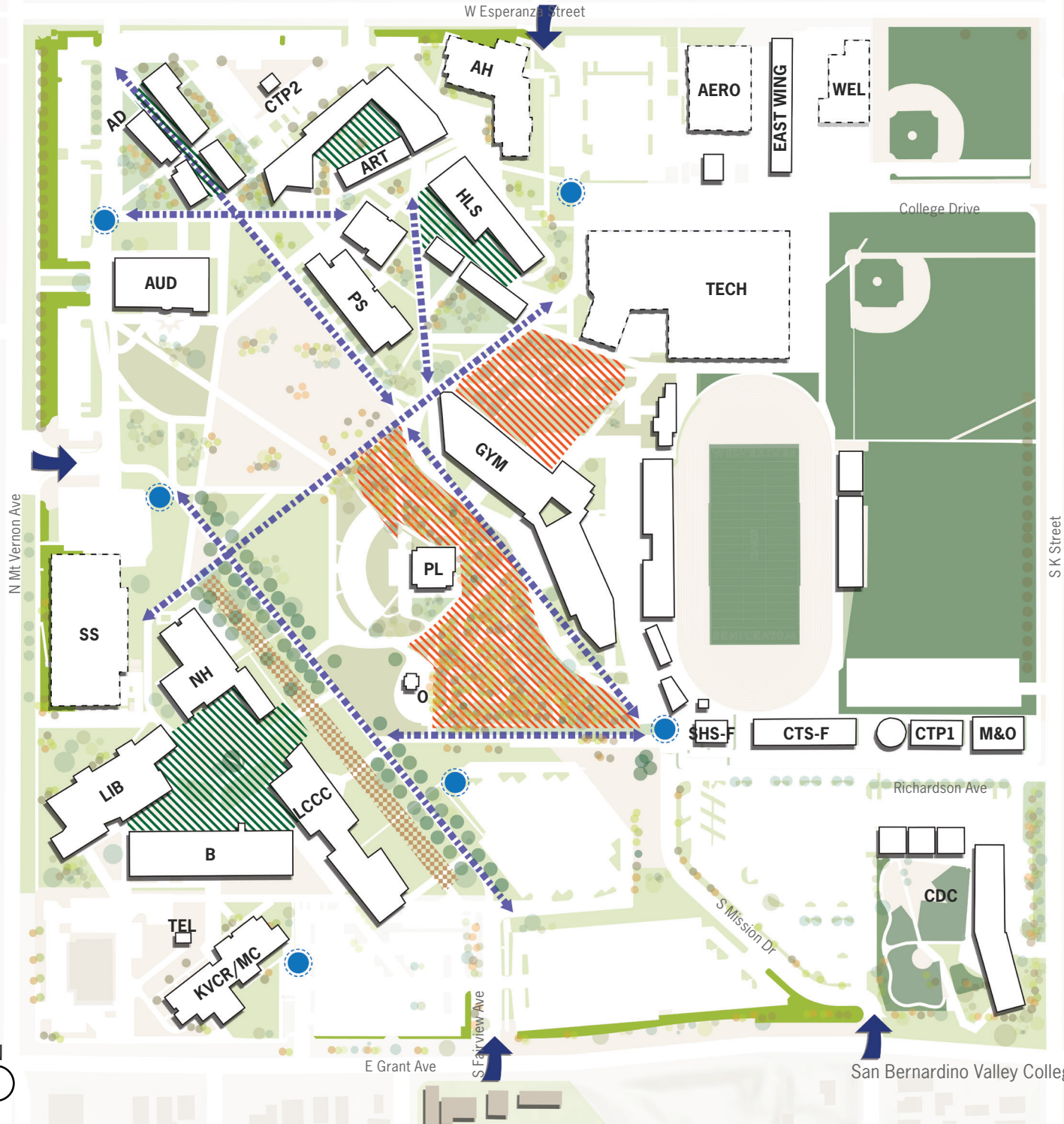
The courtyard gardens situated between buildings on the northwest and southwest side of campus share a similar sentiment to their larger open space counterparts. They are well-appreciated areas, recognized as opportunities for rest and transition outside of their classes. There are opportunities to amplify the spaces with increased seating and shading, for year-round comfort.

A row of trees lines a pedestrian corridor along the fault line, creating a main axis through campus. As outlined in the Landscape Master Plan, this key corridor should be enhanced into a main identifying feature on campus.

The Landscape Master Plan outlines a variety of recommendations to enhance outdoor spaces for programming, gathering, events, and informal meeting, all while making outdoor spaces more comfortable year-round and sustainable. These recommendations are incorporated into this Plan.







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OPEN SPACE
- ATHLETICS/ RECREATION
- COURTYARD GARDENS
- EDUCATIONAL GARDENS
- STREETSCAPE
- CANOPY TREE
- VIEWS/CORRIDOR
- STORMWATER MANAGEMENT
- GATEWAY
- ENTRY
- EXISTING BUILDING
- PHASE 00

N

PEDESTRIAN AND BICYCLE CIRCULATION

PEDESTRIAN

The campus has an extensive network of pedestrian pathways connecting buildings, parking, and the surrounding San Bernardino Community. The existing walkways on campus are typically accessible and wide enough to accommodate service vehicles. The Landscape Master Plan offers recommendations to enhance pathways, further emphasizing key corridors and creating functional exterior programming adjacent to pathways.

Noted areas of conflict between pedestrian and vehicular patterns on the campus include North Mt. Vernon Avenue. As a multi-lane, high traffic road, it is currently a difficult road to cross. This should be taken into consideration for future development and interaction with uses on parcels across this road.

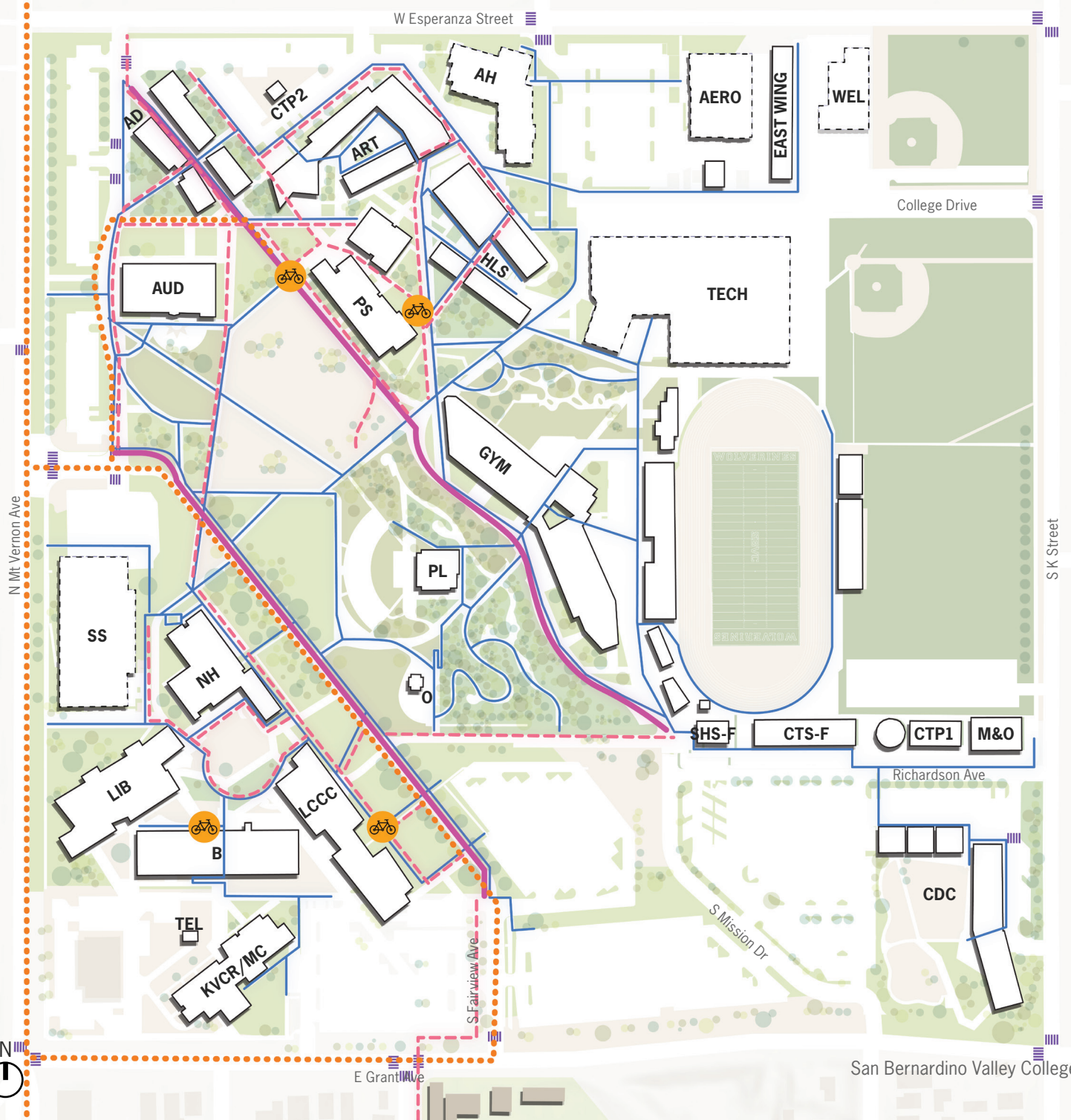
BICYCLE

The campus currently does not have dedicated bike lanes within its boundary. There are four separate designated areas for bike parking across campus. One is located on the north side of the Business building, one is located on the northeast side of the Lois Carson Campus Center, and two are located on either side of the Physical Sciences building. While the distribution of bike parking areas helps enhance accessibility for cyclists, there is an opportunity to increase dedicated bike lanes to promote cycling as a sustainable transportation option on campus.

Currently, the San Bernardino area has a similar opportunity to the campus regarding the development of bicycle infrastructure. An example is highlighted along North Mt. Vernon Avenue on the west side of campus, where there are no dedicated bike lanes along a high-vehicular-traffic route.







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PEDESTRIAN CIRCULATION

- PRIMARY PEDESTRIAN PATHWAY
- SECONDARY PEDESTRIAN PATHWAY
- ACCESSIBLE PATHWAYS
- CROSSWALKS
- BIKE PATH
- BIKE PARKING
- EXISTING BUILDING
- PHASE 00

VEHICULAR CIRCULATION

CAMPUS ENTRY/GATEWAY

There are entry points to campus from the north, east, south, and west sides. With many points of access, campus gateways and their hierarchy become important wayfinding elements to consider. The College has identified a desire for a stronger, more prominent main entry onto campus, including more iconic, recognizable, and intuitive signage.

PARKING

There are 10 defined parking lots on campus; three of these lots contain EV chargers. Parking lots are located along the edges of campus, with access points on all four streets that define campus. On-street parking is also utilized along K Street, E. Grant Ave., and W. Esperanza Street. The campus community has expressed a desire and need for more parking as it is difficult to find parking, specifically during peak class hours. Additionally, there is a need for more defined drop-off zones to provide intuitive, organized entry for personal and rideshare vehicles.

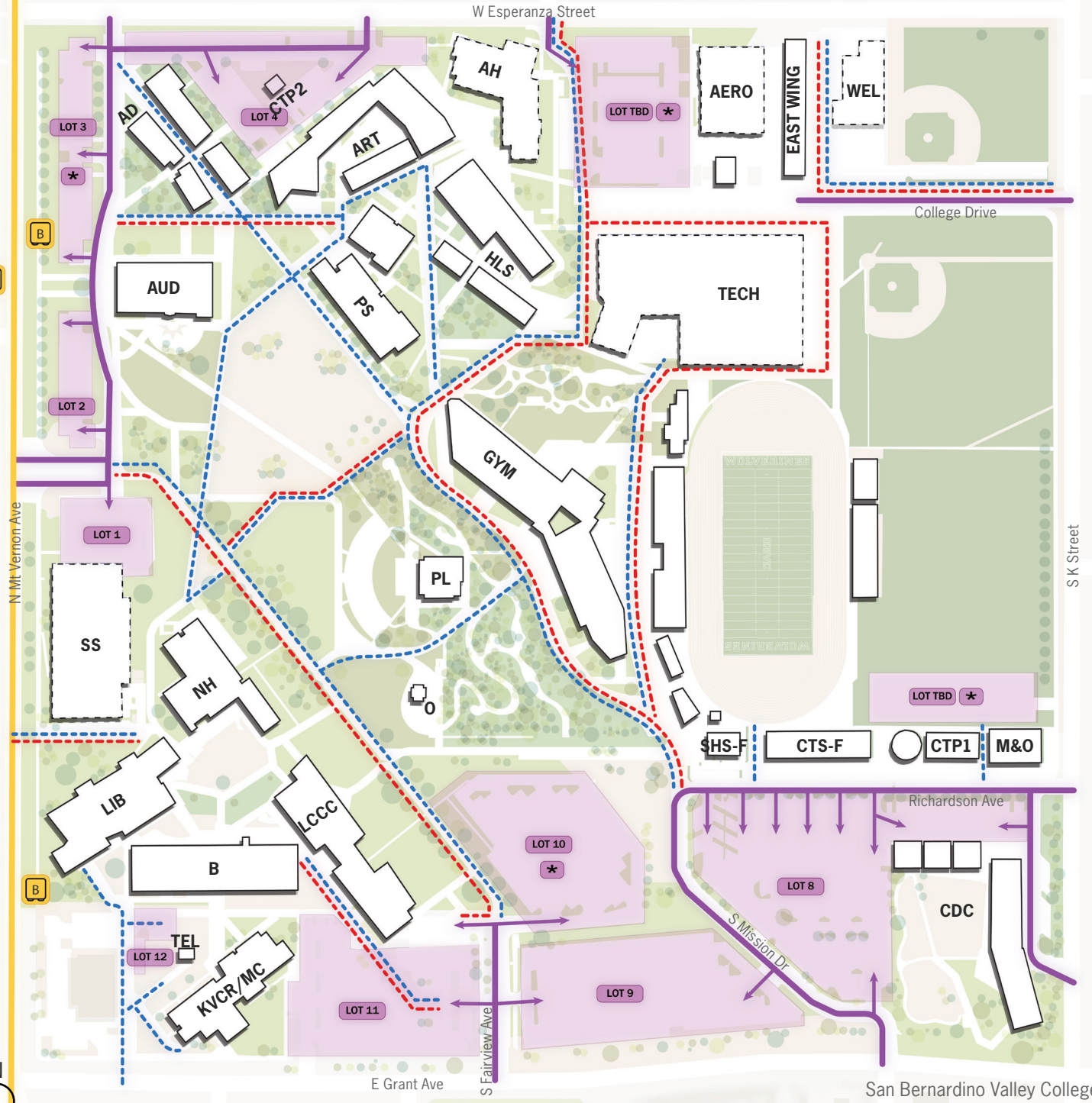
PUBLIC TRANSIT

Omnitrans Route 1 is the one public transit route offering a convenient commute to campus. The route runs primarily along N. Mt. Vernon Avenue, dropping individuals off at three separate bus stops. Two stops are located along the east side of the street, one towards the north end and one towards the south end of campus, with the remaining stop located along the west side of the street towards the north end of campus. There is interest in enhancing the campus shuttle. Currently, the identified public transit routes are bogged down with a higher frequency of stops. Concepts surrounding a direct line from the transit center to campus and vice versa have been positive, especially considering the commute times to and from campus.

SERVICE ROUTES

Multiple routes on campus support service and emergency vehicles with a prominent route running along the main pedestrian corridor along the Fault Line. Other routes supporting service include north of the Auditorium, around the Gym, on both sides, and through Lot 11 behind the Lois Carson Campus Center building. There are three dedicated service routes, one off E Grant Avenue to the Library and two connected to the track and athletic fields in between Student Health Services and the Campus Technology Building, and the Central Plant 1 and Operations and Maintenance Building.





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VEHICULAR CIRCULATION

- PRIMARY ROAD
- SERVICE ROAD
- EMERGENCY ROAD
- PARKING LOT
- PARKING LOT WITH EV CHARGER
- BUS STOP
- OMITRANS ROUTE 1
- EXISTING BUILDING.
- PHASE 00

SUSTAINABILITY

San Bernardino Community College District has taken on a leadership role in regards to sustainability both within its local community and within the network of community colleges.

Through a series of initiatives and planning documents at the District Level, SBCCD leads the way in sustainable planning; these documents include an updated Sustainability Plan, which encompasses ambitious initiatives tailored to support the long-term sustainability of the District, a Waste Management Plan, and a Zero Net Energy (ZNE) Implementation Plan, which embraces energy efficiency upgrades and the transition to clean energy and battery storage.

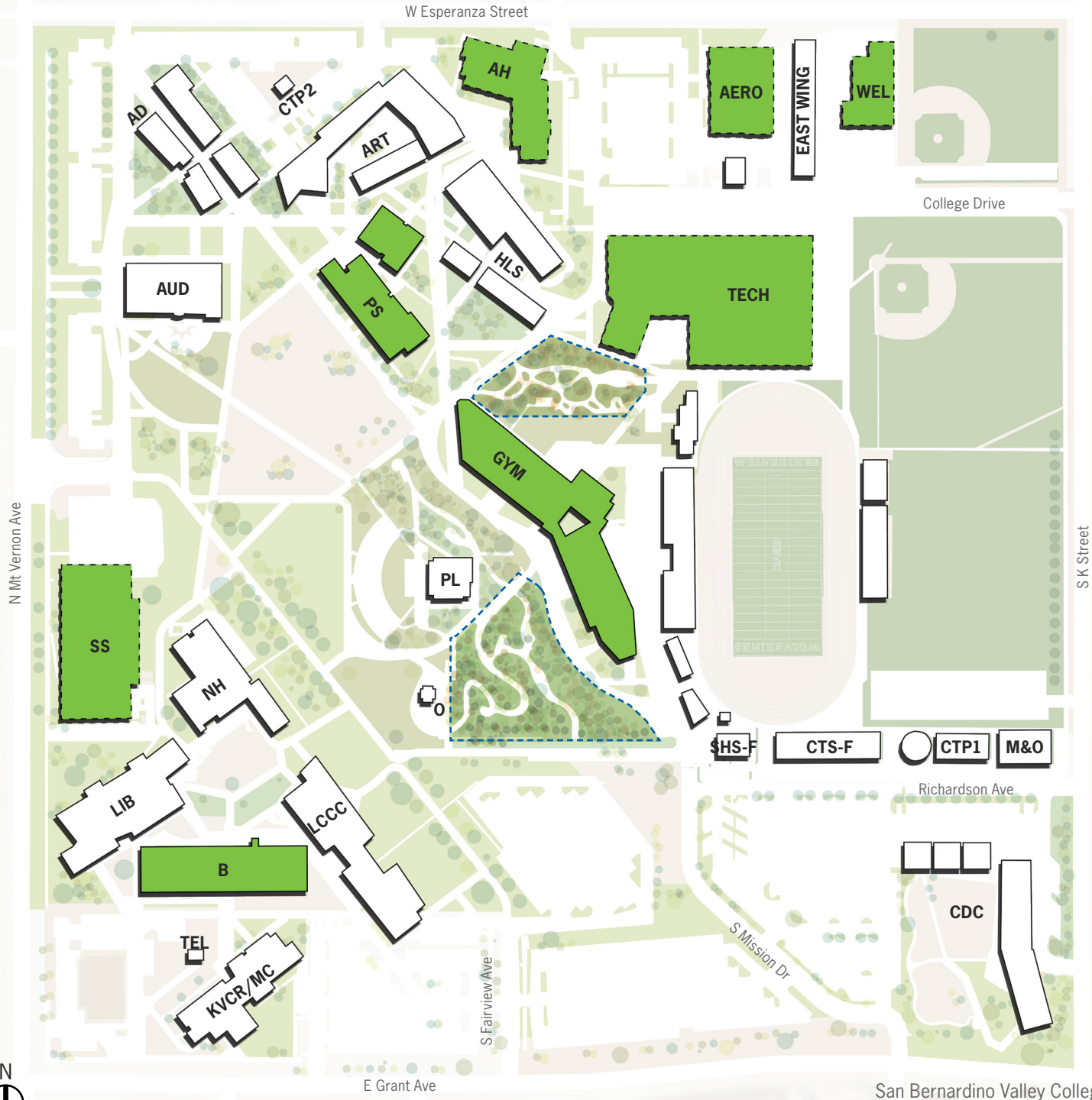
Guided by the Sustainability Plan, SBVC is making strides in fostering a green, energy efficient, climate friendly campus.

In addition to the District Level initiatives, at SBVC specifically the Landscape Master Plan provides a roadmap for sustainable initiatives around planting, irrigation, and human comfort.

As pioneers in sustainable infrastructure, SBVC has been designing and constructing Leadership in Energy and Environmental Design (LEED) certified buildings in recent years, as new construction and renovation projects emerge. This includes all Phase 00 projects.

Additionally, EV chargers are being introduced in parking lots on campus. Currently there are EV chargers in lots 3, 10, and the new lot adjacent to the AERO building.

Sustainability is also fostered through on campus educational opportunities, specifically through the landscape. Another strategy has been to implement a variety of living laboratories and outdoor classrooms with stormwater treatment. Located adjacent to the Planetarium and near the Gym, the Bio Garden is an existing living lab garden on campus that provides an educational moment on indigenous plants and animals, and stormwater treatment.



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SUSTAINABILITY

LEARNING AND LIVING GARDEN

LEED CERTIFIED BUILDINGS

UTILITIES

The following summarizes the existing utilities serving the SBVC campus. The entire utilities report, with greater detail, can be found in the Appendix.

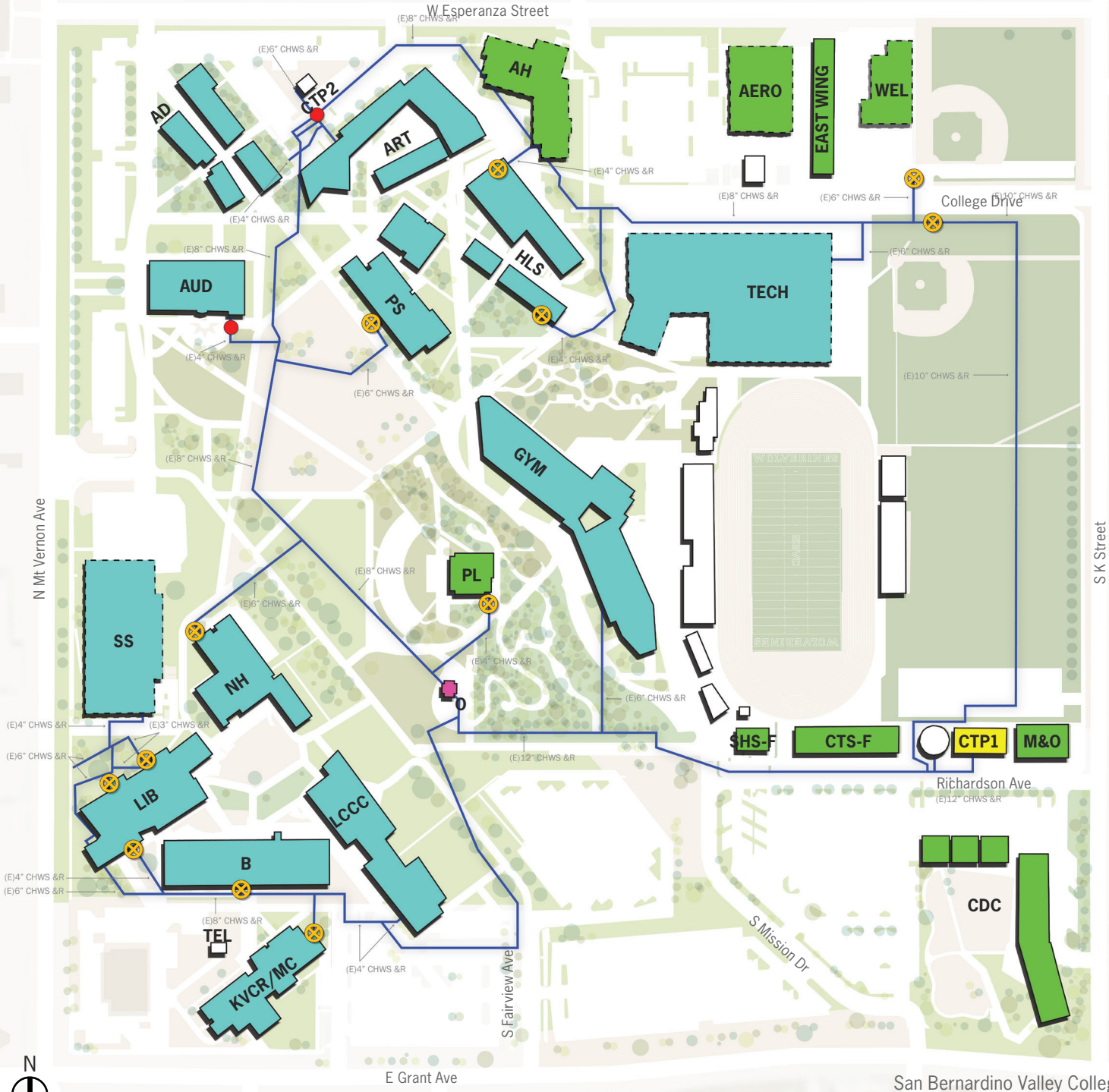
The utilities within the campus boundaries comprise of domestic and fire water, sewer, storm drain, irrigation water, chilled and hot water distribution, gas, electrical and telecommunications systems, and are all owned and operated by the campus.

HYDRONIC SYSTEMS

CHILLED WATER SYSTEM (CHW)

The cooling needs of the majority of the facilities at the campus are met by a central plant located next to the Maintenance and Operation facility off of K Street on the southeast side of the campus. A few of the facilities are served by dedicated package systems.

Equipment in the Central Cooling Plant is 12 years old and in good condition. The CHW piping distribution network was installed in 2013 and is in good condition.



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CHILLED WATER LINES

- CHILLED WATER LINES
- VALVES
- VAULT
- CENTRAL PLANT
- SERVICED BY CENTRAL PLANT
- PACKAGED SYSTEMS
- NO AC SERVICE
- EXISTING BUILDING
- PHASE 00

N

HYDRONIC SYSTEMS.

HEATING HOT WATER SYSTEM

The heating needs of the buildings on campus are met by a combination of gas fired package units and heating hot water systems. A cluster of buildings that make up the Administration buildings, as well as the Art & Gallery buildings are served by a small Heating Hot Water Central Plant located on the northernmost section of campus.

The remainder of the buildings' heating needs are met by gas package units or hydronic heating hot water systems in the individual buildings served by local gas boilers.

The North Central heating plant was installed in 2004. It contains two (2) small outdoor boilers that were replaced in 2022-2023, giving the plant a total heating capacity of 2,155 million BTU/Hr (MBH). The boilers are new and in good condition. ASHRAE suggests a useful life of approximately 20 years for this type of equipment and it should be considered for replacement over the next 20 years.



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HOT WATER LINES

- HOT WATER LINES
- HANDHOLD
- CENTRAL PLANT
- HEATING HOT WATER SERVICE
- PACKAGED SYSTEMS
- NO HEATING HOT WATER SERVICE
- HEATING HOT WATER SERVICED LOCALLY - BOILER
- HEAT PUMP/HEAT RECOVERY CHILLER SYSTEM
- EXISTING BUILDING
- PHASE 00

ELECTRICAL

San Bernardino Valley College campus is currently served from a 4.16kV, 1200A 3phase, 3wire switchgear that derives its service from a 3,750KVA, 4.16kV SCE switch and transformer located in the utility yard on the north side of the campus. The switchgear comprises of a main 5kV, 600A, 3P breaker with a SCE main meter section and four 4.16kV, 600A fused interrupter switches housed in a seven sectional outdoor switchgear. The service is metered at 4.16kV and distributes power to substations in each building on campus through a series of manholes and medium voltage duct banks. The main switchgear was installed in 2003 with a main 5kV breaker and four 5kV feeder switches equipped with modern microprocessor relays and Square D power logic digital meters for monitoring energy usage and is in fairly good condition.

Power to each building on campus is served through a series of manholes and concrete-encased medium voltage duct bank originating from the main switchgear. The medium voltage feeders are routed primarily through modular splice connectors located in individual manholes and provide limited redundancy for isolating power to the building without affecting all the other building being served from the same feeder. 15kV, 600A selector switches(4) are installed at certain locations on the campus as part of some of the recently completed projects that enable to facilitate disconnection of few individual buildings.

The electrical power distribution system at the campus was installed in 1990's and is approximately 30 years old. Majority of the underground cables were installed in 1970. The cables are approximately 35-40 years old and at the end of their useful life. Portion of feeders '1' to '4' have been replaced as part of building upgrade project but no major improvements have been undertaken to upgrade the existing power distribution system.

While a majority of the buildings have undergone renovation in recent years and are equipped with new transformer substations and distribution switchboards, a few buildings still have the original transformer substations and switchboards from the time of building inception. The individual buildings have transformers with 4.16kV primary and 277/480V and 120/208V secondary voltages.

A majority of the Campus Facilities are served by a primary selective feeder system, fed from the main 5kV switchgear.

The peak demand seen by the campus varies between 2.26MW to 2.4MW. The main switchgear can accommodate an overall capacity of 3,750KVA. Thus the main switchgear has adequate capacity to not only support existing loads but also has adequate spare capacity to support future loads.



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ELECTRICAL

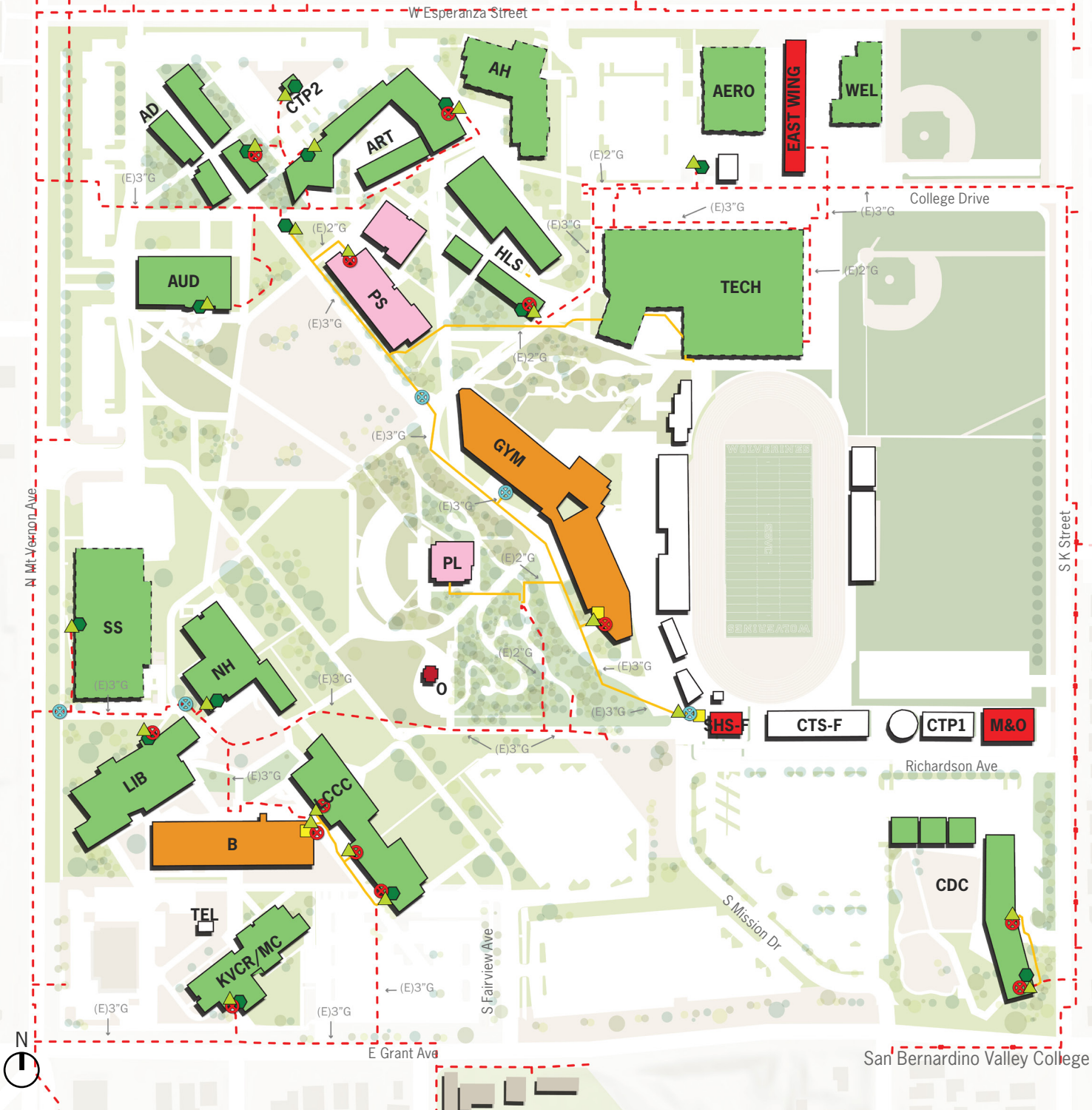
- ELECTRICAL LINES
- ABANDONED ELECTRICAL LINES
- OLD/AGING FEEDERS
- MANHOLE
- TRANSFORMER
- SECTOR SWITCH
- EXISTING BUILDING
- PHASE 00

NATURAL GAS

Natural gas is distributed to campus buildings via multiple meters from the Southern California gas company. Gas enters the campus from 6 main feeds. Two feeds enter from Mt Vernon Ave, two feeds enter from Grant Ave. and two feeds enter from S K St. Gas Company main distribution lines are located in all the main streets (Mt Vernon Ave, Esperanza St., S K St. and E Grant Ave) surrounding the campus. According to the Gas Company, the system operating pressure of the gas mains range between 30-50 PSI. A majority of the buildings on campus have separate meters. There are however a few instances where multiple buildings are served via one meter. Both the Physical Sciences building and Gymnasium are served at medium pressure from a meter located north west of the Physical Sciences building. All gas lines upstream of the meters are owned and operated by the Gas Company.

The majority of the campus gas infrastructure was installed roughly 50 years ago. The distribution system throughout the campus has undergone extensions over the years to accommodate campus expansions and additions and comprises of a mixture of PE and steel lines.

The majority of buildings on campus are served by their own utility-owned meters. High pressure gas lines are routed throughout campus with operating pressure between 30-50 psi. This gives the campus adequate capacity to accommodate future expansion.



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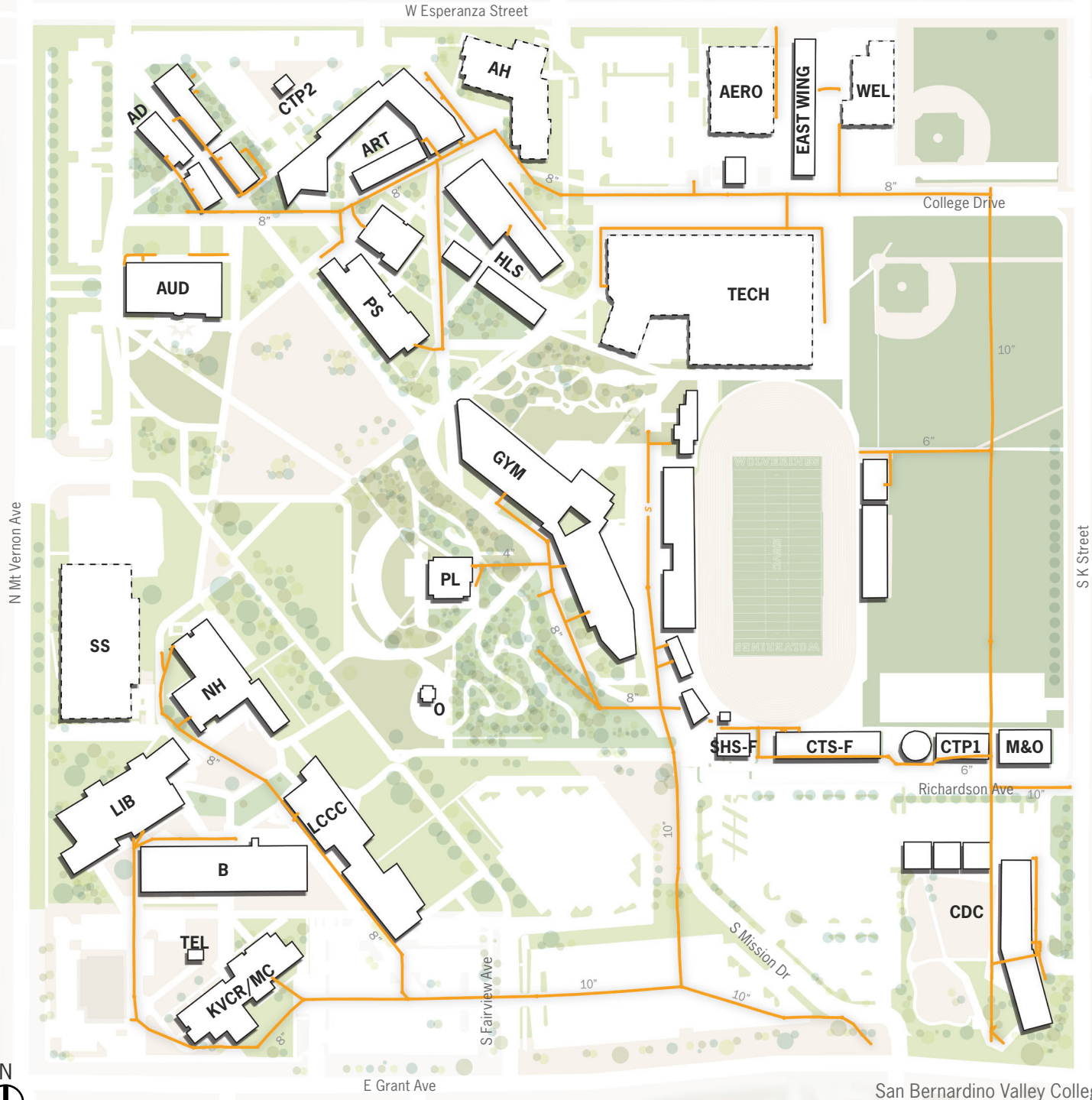
GAS

- EXISTING GAS LINE
- ABANDONED GAS LINE
- ISOLATION VALVE
- EARTHQUAKE VALVE
- UTILITY METER
- CAMPUS METER
- REGULATOR
- DIRECT UTILITY SERVICE
- CAMPUS METERED SERVICE
- CAMPUS SERVICE
- NO GAS SERVICE
- EXISTING BUILDING
- PHASE 00

SEWER

The San Bernardino Valley College (SBVC) sanitary sewer system is served by an 8-inch Vitrified Clay Pipe (VCP) public main located in Grant Ave. In general, sewage flows travel east and south on campus and join the public system in Grant Ave. Several of the mains and sub-mains located on campus were at one time owned and operated by the City of San Bernardino; however maintenance responsibilities of all lines within the campus have since been accepted by SBVC.

Due to the age of many of the formerly public sewer mains on campus a replacement program was initiated by the campus and as a result and by way of capital improvement projects, most of the campus sewer system has been replaced or repaired.



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SEWER

SEWER LINES

EXISTING BUILDINGS

PHASE 00

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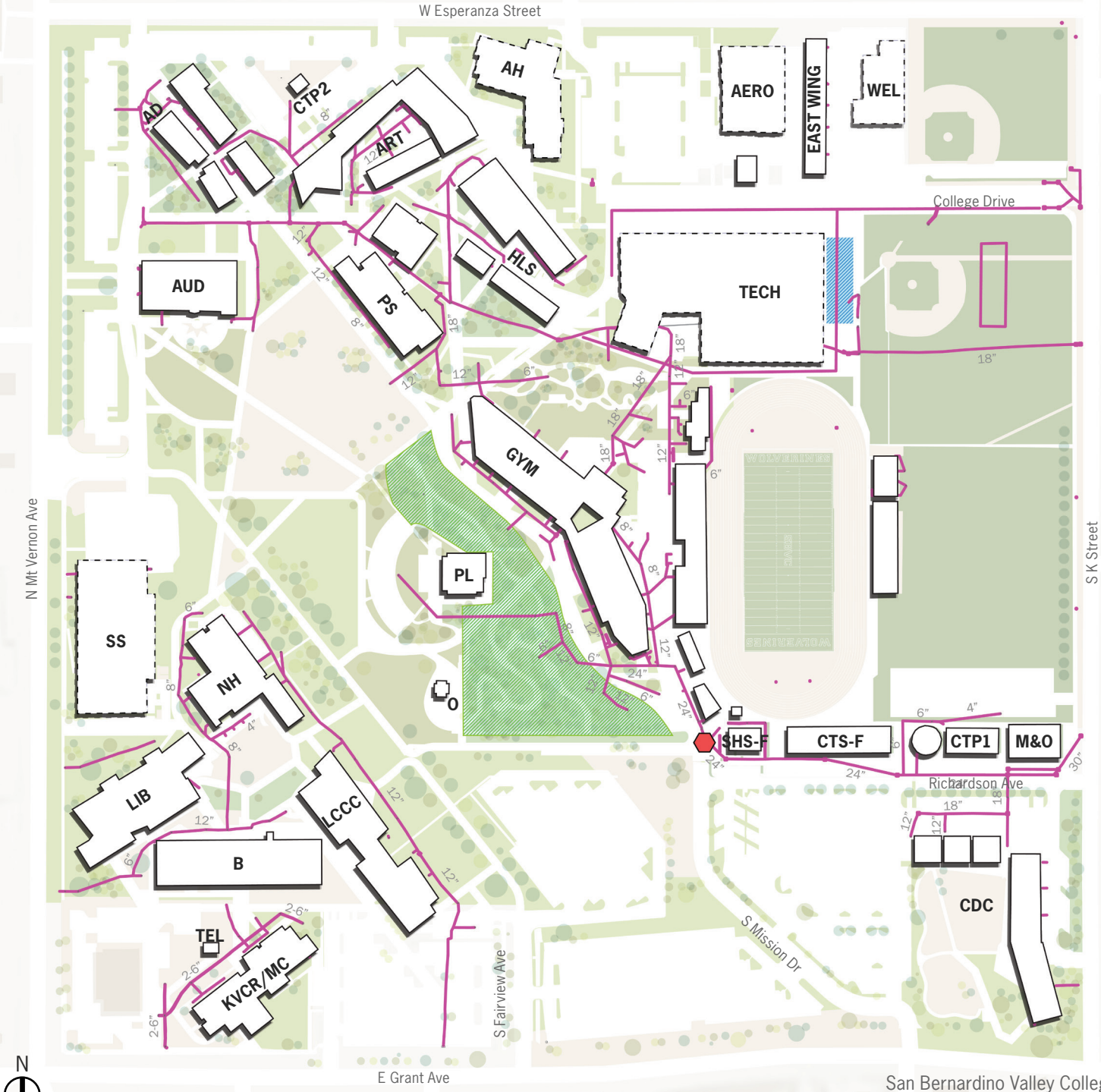
STORMWATER INFRASTRUCTURE

The San Bernardino Valley College (SBVC) storm drain system is served by a public main located in K St. In general, drainage flows travel east and south on campus and join the public system in K St at multiple locations. Some areas in the southern portion of the campus direct drainage to Grant Ave via curb outlets and via overland flow. The campus has made improvements to storm systems over the past several years by way of new building projects and infrastructure upgrades.

There are no reported maintenance issues on the campus related to inadequate collection systems. Two of the readily identifiable large diameter (>18") pipes appear to be sized adequately to accommodate the 100-year design storm event that drains to them. The remaining areas of campus which do not drain to these two storm drain pipes are assumed to drain via overland flow to the surrounding streets.



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STORMWATER INFRASTRUCTURE

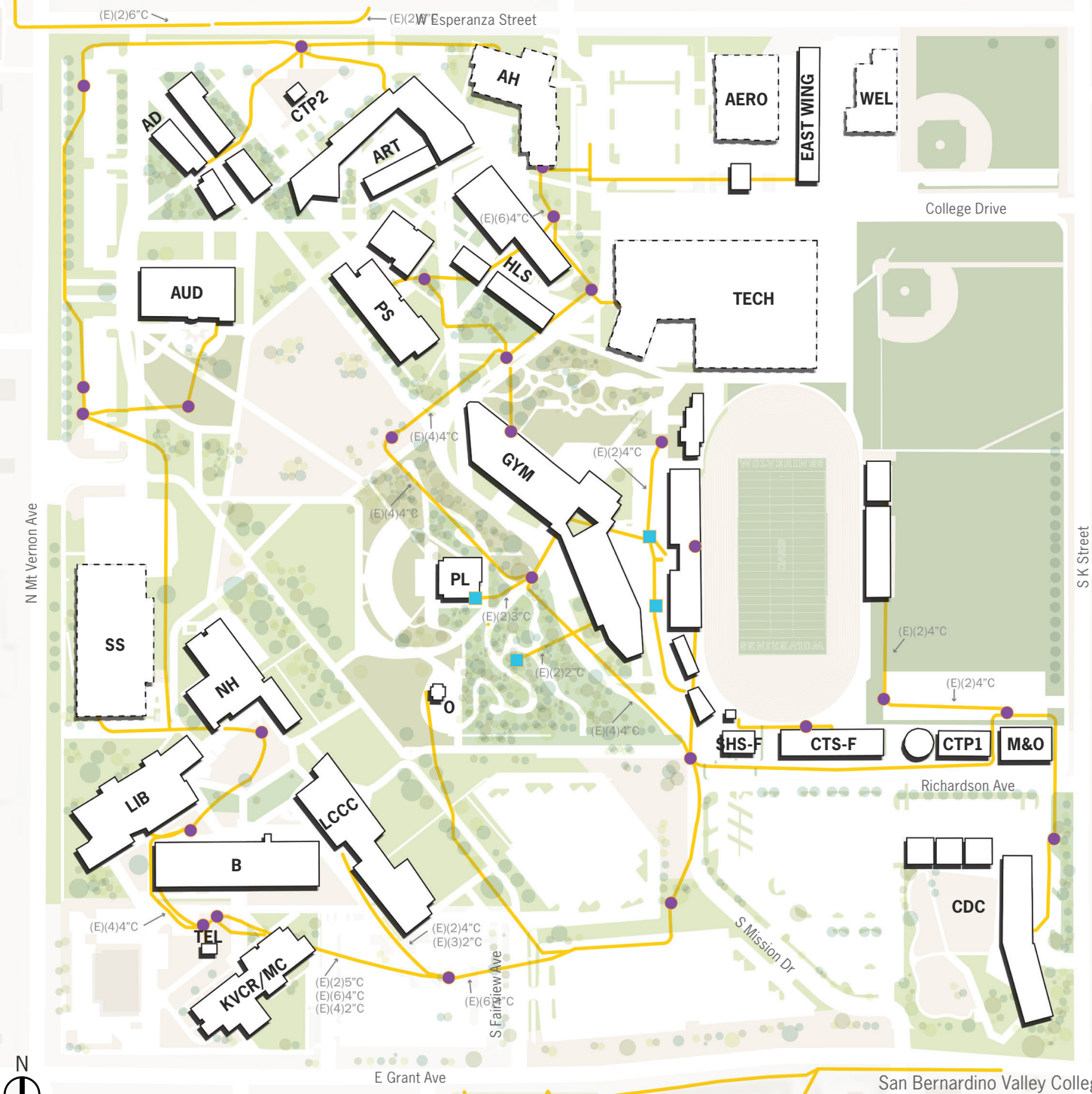
- STORMWATER DRAIN LINE
- SUBSERFACE DETENTION BASIN
- LANDSCAPED SWALE
- CDS UNIT
- EXISTING BUILDING
- PHASE 00

N

TELECOMMUNICATION

The main telecommunication services are derived from both Verizon and AT&T. The incoming service runs along the Mt Vernon Avenue, and enters from the Northwest side of the campus, and then transitions to Esperanza street through a series of underground vaults as it enters the campus from that side of the campus. The campus services that come in from Esperanza street then around the perimeter, via underground vaults, and then into the Main Distribution Frame (MDF) located in CSB.

The main telecommunications services to the campus are served from a MDF or “Main Distribution Frame”, located on the south side of the campus near the on-site antenna donor tower, between the Business Building and the Media Communications Building. The CSB server room/MDF consists of a mix of 4-post racks, network server cabinets, wall mounted telecommunications terminations and main core for the campus fiber distribution. The server/ network racks and cabinets are laid out in two aisles and air cooled, to cover the entire room, with no dedicated “hot” and “cold” aisles. There is also a centralized battery backup/ generator system for all the network equipment located just outside of the CSB building in case of power failure. There is a VOIP phone system serving the campus and is distributed via the fiber to the individual campus buildings; with the main equipment is located in the CSB building.



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TELECOMMUNICATION
- CONDUIT
- MANHOLE
- PULLBOX
- EXISTING BUILDING
- PHASE 00

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WATER DISTRIBUTION SYSTEM

The existing water distribution system serving the campus is a public looped system in the surrounding streets along with some public mains bisecting the campus that reside within a public easement. All potable, fire water, and irrigation services are connected to the public system throughout the campus. Several of the potable water services include a "bull head" configuration in which a single service from the main branches into a domestic meter and an irrigation meter.

The San Bernardino Municipal Water District (SBMWD) provides domestic and fire water services at thirty-eight locations along Mt Vernon Ave, College Dr, K St, Gant Ave, and numerous interior campus locations.

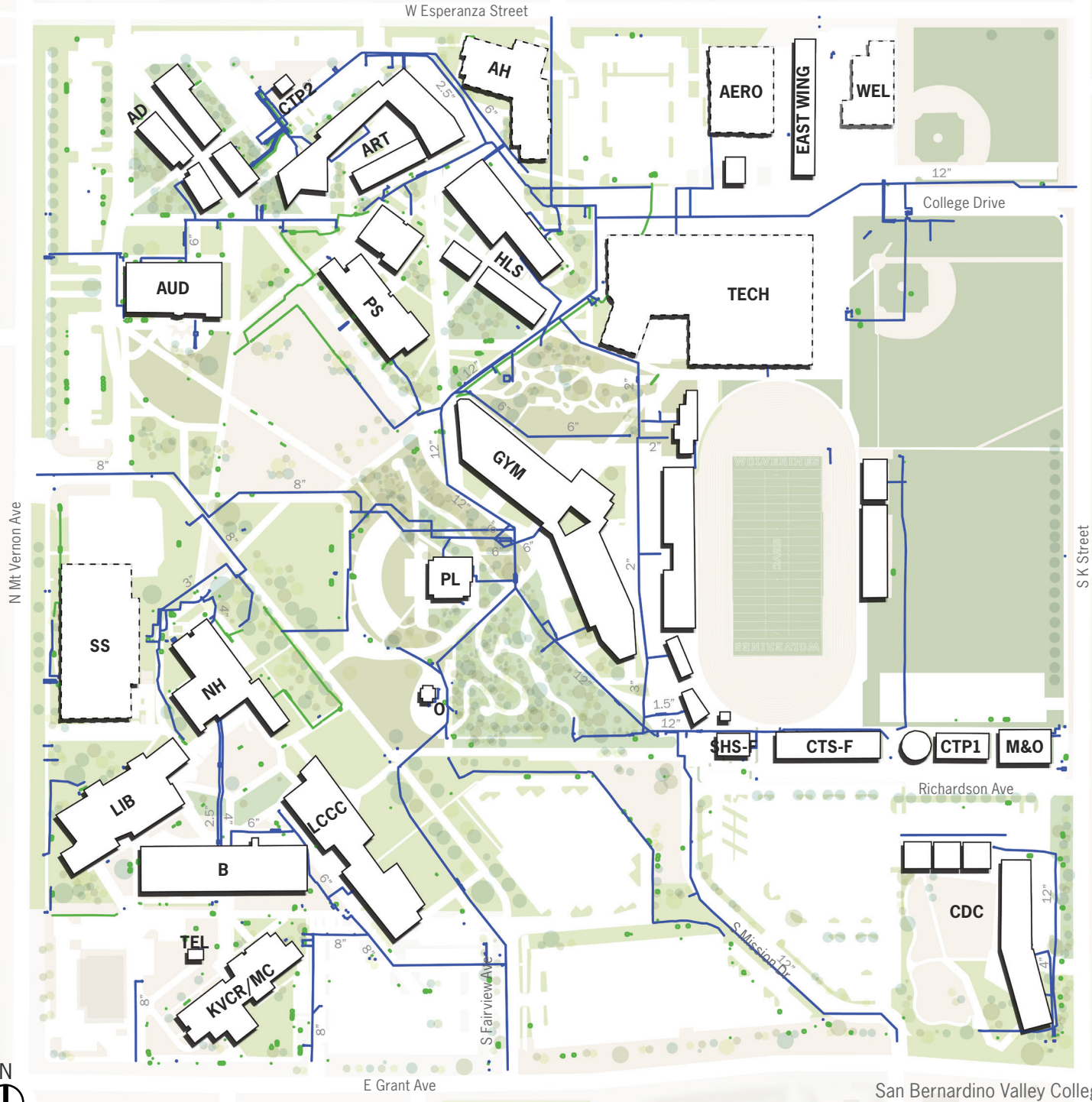
The campus buildings are served by separate domestic and fire water SBMWD meters, however some domestic meters are also used for irrigation. The public distribution network consists mostly of ductile iron (DI) and cast iron (CI) pipe.

There are some combined domestic/irrigation services. Savings can be realized by separating domestic and landscape water usage as the agency charges are less for a landscape only meter as no sewer capacity fees are incurred.

A previous evaluation of the existing water system revealed that the existing water system adequately supports the demand for existing buildings with no significant pipe losses due to pipe size or elevation. In addition, the existing water pressures throughout the campus satisfy SBFD's minimum requirement of 20 psi as analysis.

The campus is considering two improvements to the water system. The first is to provide sub-metering to the buildings and separate the irrigation systems to better track each buildings usage. Part of that would be to separate the irrigation systems in order to realize savings in capacity fees that are not paid on irrigation as compared to domestic water.

The second is to consider a privatization of the campus water system. Currently the main water system is owned and operated by the SBMWD. Discussions have been initiated with SBMWD to better understand the feasibility. Benefits to this would be more flexibility to improve and serve the campus needs, and a realized savings in processing plans and permits with the SBMWD. Additionally, the campus would assume all maintenance of the water system on campus, which would likely introduce increased maintenance costs. There would likely be associated improvements required in order to switch the system from a public system to a private system.



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DOMESTIC WATER DISTRIBUTION

- MAIN WATER LINE
- IRRIGATION LINE
- EXISTING BUILDING
- PHASE 00

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SBVC3

GUIDING PRINCIPLES, SPACE NEEDS, AND PROGRAM NEEDS



INTRODUCTION

Planning themes, principles, space needs, and program needs for SBVC's campus were derived through engagement, tours, analysis, previous studies, and trends in higher education.

Overarching Master Plan Themes, established for the entire SBCCD Facilities Master Plan, and SBVC specific Planning Principles serve as a framework and guide for all future physical investments in SBVC's campus facilities and infrastructure.

Data derived from program and space needs guide the recommendations in this Plan. A space utilization study, space needs assessment, and engagement on educational program growth provides guidance on the level of investment in various space types, both in terms of quantity of space and quality of space. Ultimately, the plan addresses these program needs under the umbrella of the guiding principles.





FACILITIES MASTER PLAN DISTRICT-WIDE THEMES

MODERNIZE FACILITIES:
Modernize existing facilities to propel excellence and community prosperity.

RIGHT-SIZE & MAXIMIZE EFFICIENCY:
Right-size and equitably redistribute space and services to maximize efficiency and respond to trends in higher education.

FOSTER A SUSTAINABLE FUTURE:
Ensure development addresses each of the goals within the Sustainability Plan, prioritizing resource conservation and the well-being of people and the planet.

DESIGN FOR SAFETY & INCLUSIVITY:
Design a built environment that fosters a safe and welcoming setting for students, faculty, and staff.

BUILD COMMUNITY & FOSTER COLLABORATION:
Create spaces for events and daily gatherings to build community and foster collaboration.

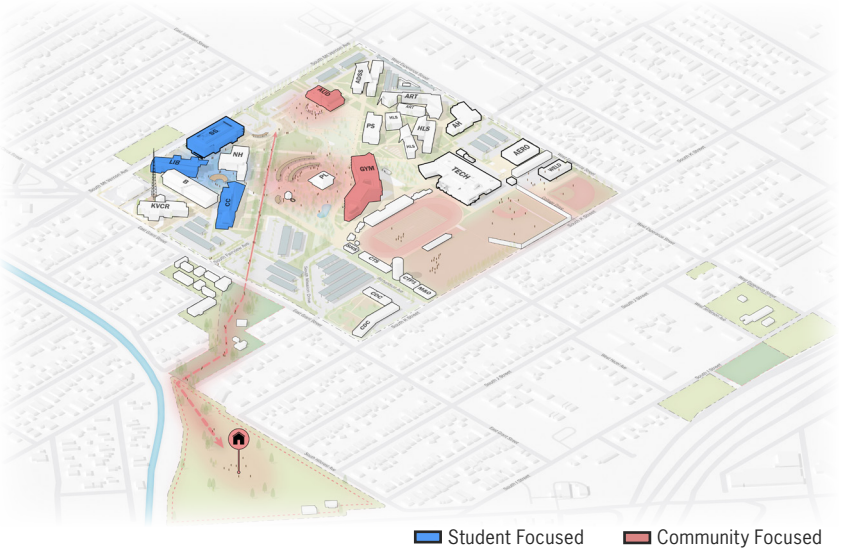
IMPROVE BRANDING, WAYFINDING, ART:
Improve branding, wayfinding, and public art to strengthen SBVC's identity.

CREATE FLEXIBLE CLASSROOMS & SUPPORT ACTIVE LEARNING:
Design classrooms for flexibility and active learning to facilitate a collaborative learning environment.

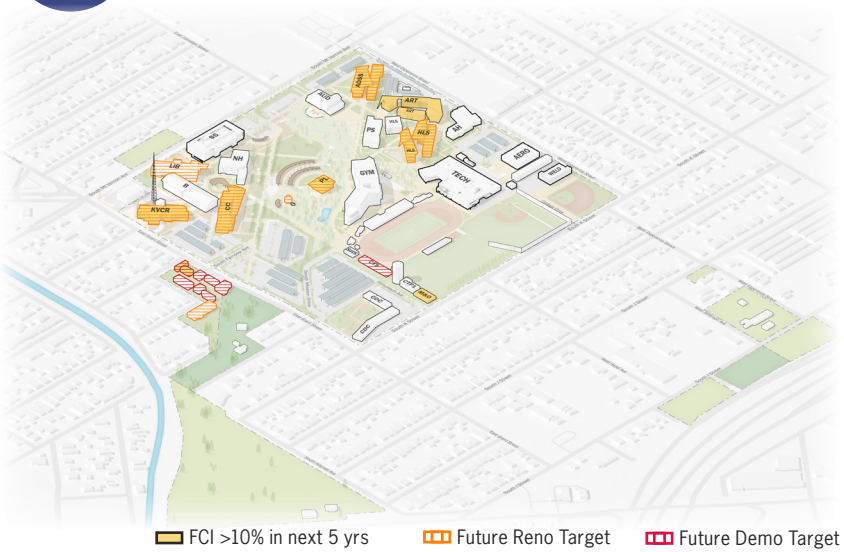
SBVC GUIDING PRINCIPLES

The guiding principles set the overall vision and key values for planning decisions that impact the physical campus. Guiding the direction of the Plan, the projects that compose the future vision of campus serve to meet multiple principles.

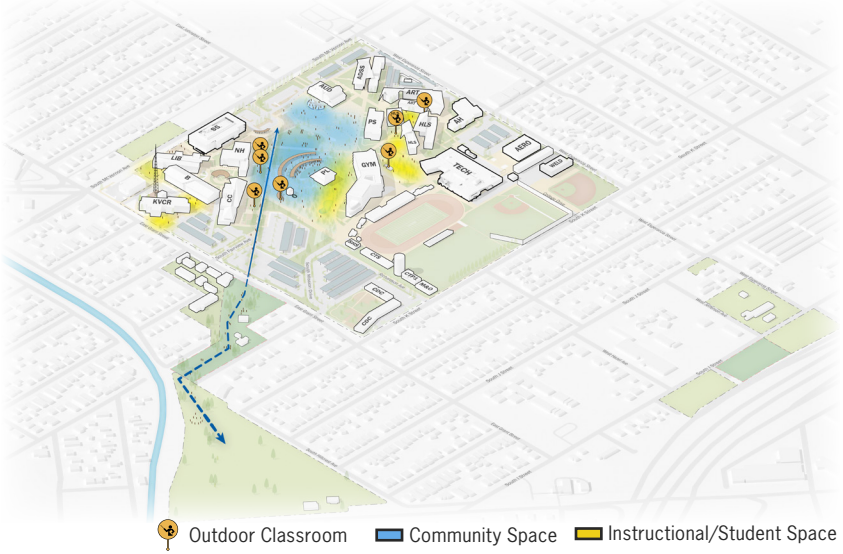
Bolster and define facilities that support community programming, gathering, and events



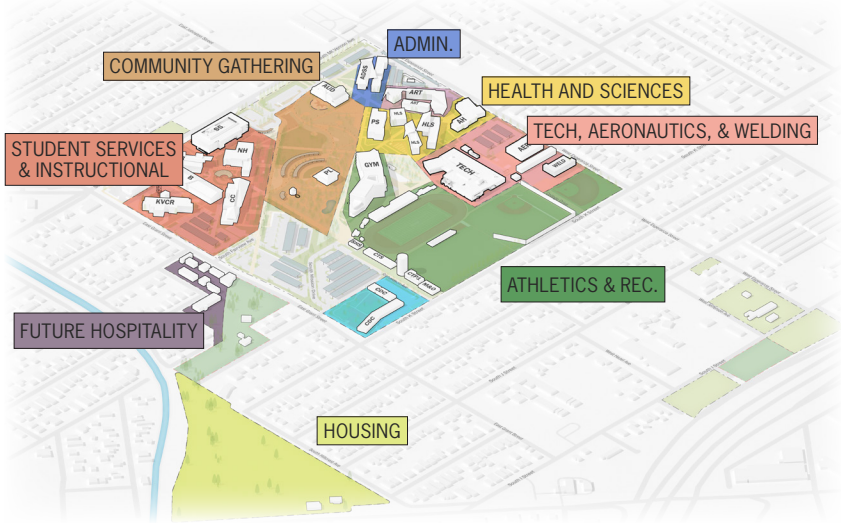
Address key renovations, infrastructure improvements, demolitions, and opportunities within vacated space



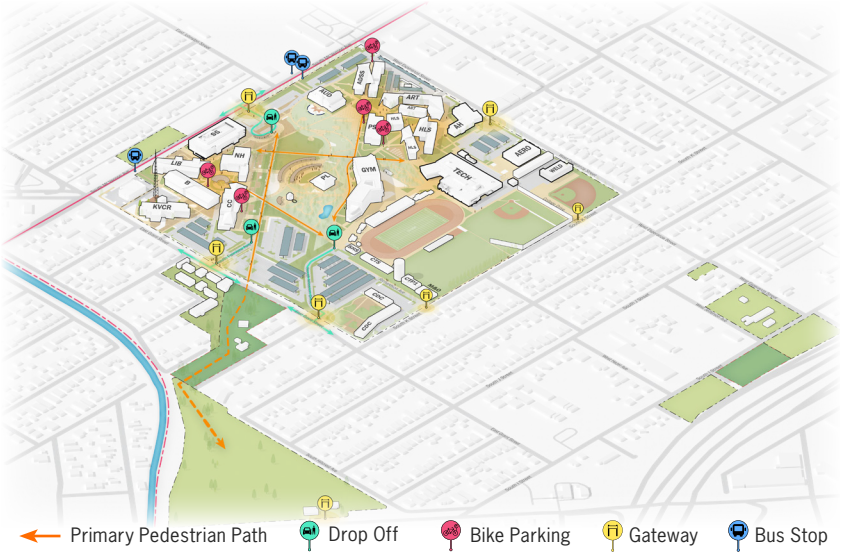
Support the unique character and identity of the campus through beautification and functional outdoor programs and amenities



Create space for new and immersive academic programs that align with industry needs and support hands-on learning



Enhance arrival and wayfinding and create an efficient, multi-modal circulation network



SPACE ANALYSIS

OVERVIEW

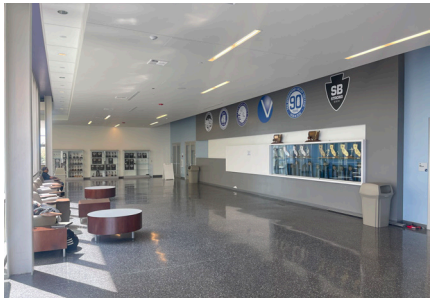
A space utilization study and space needs assessment are tools that quantitatively analyze campus space types to inform decision-making regarding physical planning and resources. The **Space Utilization Study** measures and analyzes the efficiency of instructional room usage (classroom and laboratory space) during a designated term. The **Space Needs Assessment** quantifies the amount of space SBVC currently utilizes, and calculates the ideal quantity of space needed in the future based upon specific metrics and strategic enrollment growth and goals. As a mathematical model, these studies serve as a baseline to understand how space can best serve SBVC, assuming state standards and best practices. In combination with programmatic input, facilities conditions, and qualitative data, both studies contribute to identifying opportunities for new, re-purposed, or elimination of space.

Both studies utilize The Board of Governors of the California Community Colleges Policy on Utilization and Space Standards (referred to as CA BOG Standards) as the measurable standard. These standards are used to assess space use of current facilities and plan development of future facilities, specifically for state-mandated Cap Load categories. The adjacent table outlines the space types studied through this process.

Note the full Space Utilization Study and Space Needs Assessment can be found in the Appendix.

SPACE TYPE	CAP LOAD	UTILIZATION STUDY	NEEDS ASSESSMENT
Classroom	●	●	●
Class Laboratories	●	●	●
Open Laboratories		●	●
Library & Study	●		●
Workspace	●		●
AV/TV	●		●
Student-centered			●
Assembly/Meeting/Exhibition			●
Health & Recreation			●
Dining & Merchandising			●







SPACE UTILIZATION STUDY

INTRODUCTION

The Space Utilization Study (SUS) was conducted by ALMA Strategies and San Bernardino Community College District to better understand the most current on campus instructional space use and efficiency at Valley College.

METHODOLOGY

ALMA Strategies employed State efficiency metrics to measure the hourly instructional utilization and Weekly Student Contact Hours (WSCH) capacity and actual generation of each instructional room.

The analysis utilizes District instructional and scheduling data for Fall 2023 and the Campus 2023 Space Inventory from the California Community College Chancellor's Office FUSION (Facilities Utilization Space Inventory Option Net).

The analysis looks at two key metrics: Weekly Student Contact Hours (WSCH) Efficiency and Room Use Efficiency.

Weekly Student Contact Hours (WSCH) Efficiency analyzes WSCH generated versus WSCH Capacity. WSCH generated refers to the number of contact hours an instructional room generates per week based on the number of enrolled students and contact hours schedule. WSCH Capacity refers to the capability of a room to host a maximum number of contact hours per week according to room use type, size, and Title 5 Standards.

Room Use Efficiency (RUE) is a sliding scale based on Average Station Occupancy and Contact Hours per Week. Room Use Efficiency is an inclusive metric that takes all Title 5 Standards for space utilization into account to determine an individual room's overall efficiency rate.

Classroom Findings

WSCH Efficiency: 31%

RUE Average: 29%

BUILDING NAME	ROOM COUNT	AVERAGE RUE
Library	2	4%
Art Center & Gallery	1	10%
Auditorium	1	10%
Gymnasium Building	2	11%
Liberal Arts	7	18%
Technical	6	21%
Media & Comm.	1	27%
Physical Sciences	9	29%
Health & Life Sciences	14	31%
North Hall	21	31%
Business Education	20	42%
Transportation	2	46%
CAMPUS-WIDE AVERAGE	**86**	**29%**

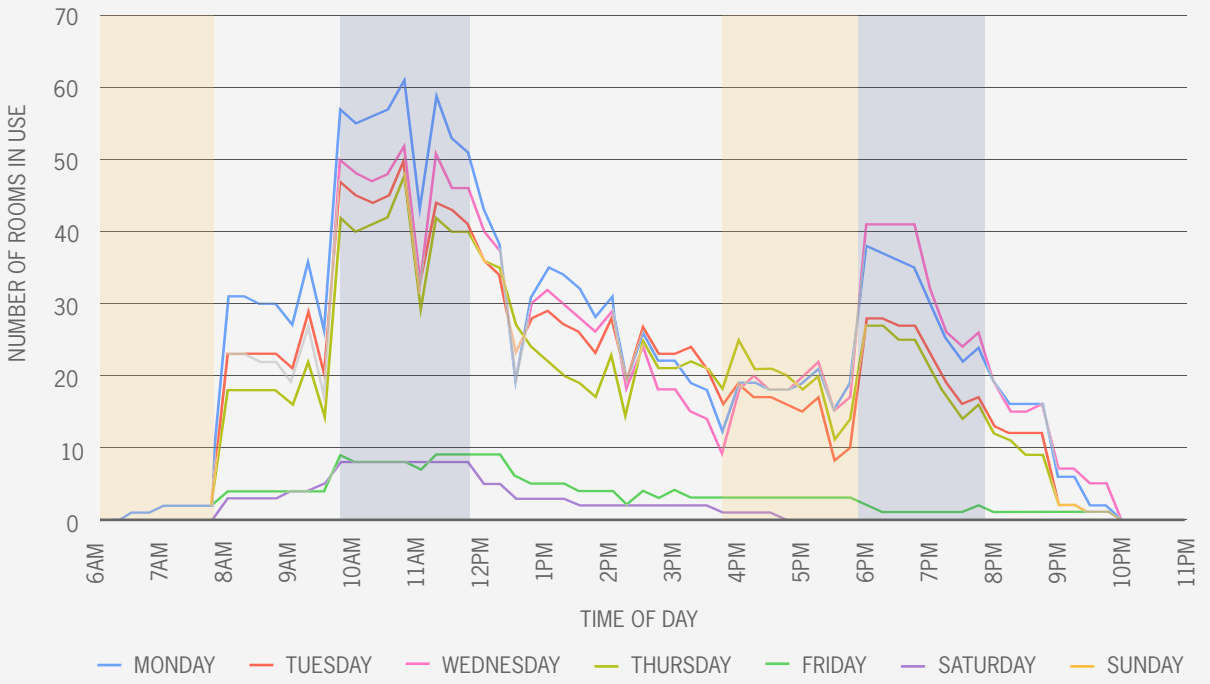
Laboratory Findings

WSCH Efficiency: 63%

RUE Average: 58%

BUILDING NAME	ROOM COUNT	AVERAGE RUE
Auditorium	1	0%
Liberal Arts	6	0%
Library	1	0%
Observatory	1	0%
Planetarium	1	0%
Transportation	3	13%
Media & Comm.	2	21%
Business Education	6	42%
Art Center & Gallery	10	49%
Technical	24	56%
Gymnasium Building	1	61%
North Hall	4	70%
Physical Sciences	11	89%
Health & Life Sciences	11	124%
Lois Carson Campus Center	2	206%
CAMPUS-WIDE AVERAGE	**84**	**58%**

LECTURE USE BY HOUR OF DAY



Peak

Classroom and assembly lecture spaces across SBVC peaked between **10am and 12pm** in the first half of the day and then peak again between **6pm to 8pm**. At the peak of lecture space usage, up to **61 of 86** lecture rooms were being used. While this may indicate the room usage is high, the actual utilization of each room varies.

Drop

The precipitous drop off in lecture space usage occurred early in the morning (**6am - 8am**), late afternoon (**3pm - 5pm**), and evening into night (**8pm - 10pm**). These times aligned with how students would typically expect their courses to be scheduled.

Source: ALMA Space Utilization Study

FINDINGS: UTILIZATION OF CLASSROOMS (LECTURE)

During the Fall 2023, SBVC used lecture spaces at a WSCH efficiency of approximately 31% (including 2 assembly lecture spaces). The utilized 85 spaces spread across campus totals an estimated 75,778 ASF and are capable of hosting approximately 120,092 lecture WSCH. The WSCH generated on campus in these lecture spaces totals about 37,027 lecture WSCH, which represents the 31% WSCH efficiency.

Campus-wide, lecture rooms were being used at an average room use efficiency (RUE) of 29%. This measure takes into account all combined course activities in those lecture spaces across the campus (contact hours, enrollment, and station occupancy) on a weekly basis. While a high-level measurement, this also somewhat correlates with the on campus WSCH Efficiency (31%).

Health & Life Sciences, North Hall, and Business Education make up 60% of the campus' total lecture WSCH Capacity and combine for 55 of the 86 lecture type spaces on campus.

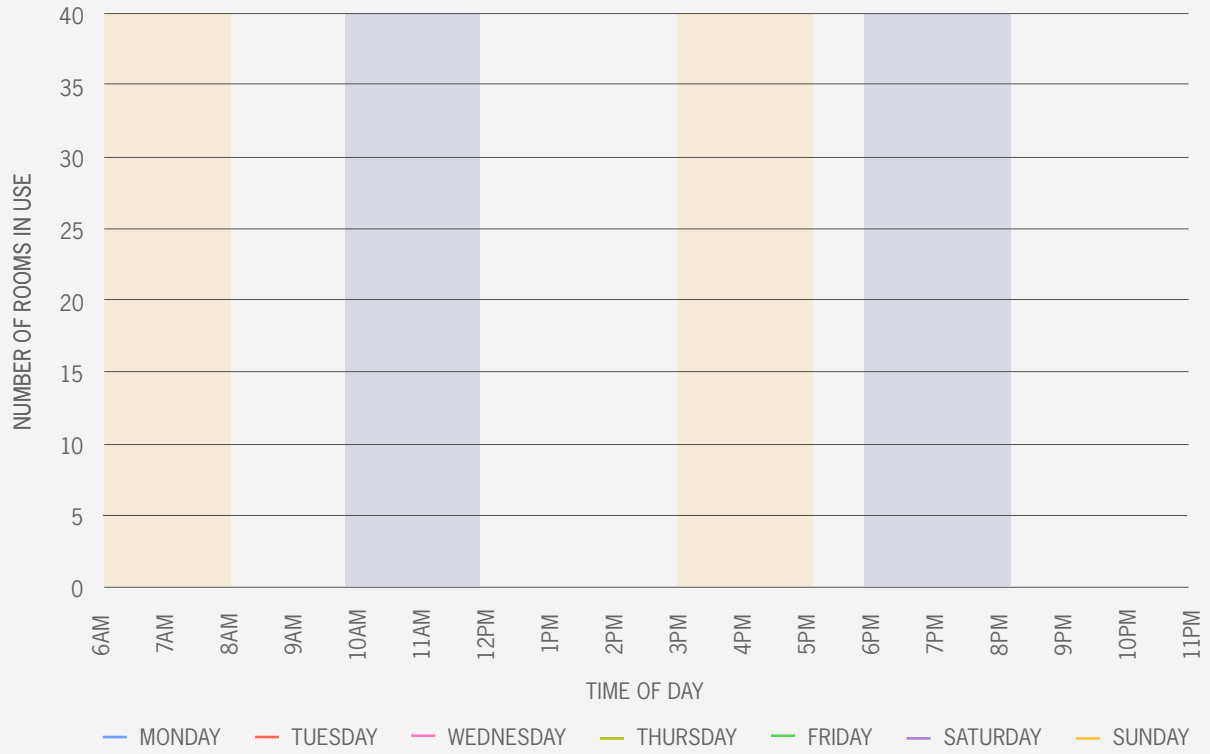
FINDINGS: UTILIZATION OF LABORATORIES

During Fall 2023, SBVC used laboratory spaces at a WSCH efficiency of approximately 63% of capacity. The majority of lab spaces, which are primarily labeled as class lab per the space inventory, consist of 75 rooms, totaling an estimated 103,436 ASF. Specialized class lab categories, including study labs and non-class labs, total 15 rooms across campus for an estimated 9,756 ASF. Labs are capable of hosting approximately 38,309 lab WSCH. The WSCH generated on campus in these lab spaces totals about 24,909 lab WSCH, which represents the 63% WSCH efficiency.

Campus-wide, labs were being used at a room use efficiency (RUE) of 58%. Typically, the average RUE of labs trends higher than lecture spaces since students need the in-person component in order to conduct course requirements. The 58% campus-wide average also takes into account lab spaces in buildings that either do not utilize the lab space or are not regularly scheduled with instruction but are used by students in capacities such as tutoring or computer stations.

Similar to lecture rooms, buildings typically only contain a few lab rooms. The Art Center & Gallery, Technical, Physical Sciences, and Health & Life Sciences buildings combine for 56 of the 84 coded labs and 60% of the campus' total lab WSCH Capacity.

LAB USE BY HOUR OF DAY



Peak

Laboratory spaces across SBVC peaked between **10am and 12pm** in the first half of the day and then peak again in the evening between **6pm to 8pm**. At the peak of lecture space usage, up to as many as **36 of 84** lab rooms were being used.

Drop

The precipitous drop off in lab space usage occurred early in the morning (**6am - 8am**), late afternoon (**3pm - 5pm**), and late into the night (**9pm - 10pm**). These times aligned with how lecture/lab component courses were scheduled, where lectures typically take place first followed by lab.

Source: ALMA Space Utilization Study

SPACE NEEDS ASSESSMENT

INTRODUCTION

The Space Needs Assessment was conducted by DLR Group and San Bernardino Community College District to quantify existing space utilized and to calculate the ideal quantity of space needed in the future based upon specific metrics and strategic enrollment growth and goals.

METHODOLOGY

Space needs calculations are developed using metrics established by the California Board of Governors and industry standards when necessary (noted in the "Standards and Metrics" section of this report). These calculations rely heavily on the inputs of current and future Full-Time Equivalent Students (FTES), Weekly Student Contact Hours (WSCH) and Full-Time Equivalent Faculty (FTEF). Using the current space inventory as a baseline, each space type is calculated on a square footage level for what Valley College should have today and what will be needed in 2028 and 2033. The following section outlines the key inputs and standards utilized to calculate the space needs.

Existing Space

Quantifying existing space serves as the baseline to compare against ideal existing need and future need calculations. This Assessment utilizes the FUSION Space Inventory, as it existed in March 2024. The inventory was then updated with space impacts from Phase 00 projects (projects funded by Measure CC/Measure M). These projects are assumed as a part of the existing baseline for the purposes of the Facilities Master Plan.

SPACE CATEGORY	ASF	% of Space
Instructional	**236,860**	**42%**
Classroom	72,715	13%
Class Laboratory	160,347	28%
Open Laboratory	3,798	1%
Workspace	**85,857**	**15%**
Library and Study	**43,517**	**8%**
General Use	**34,134**	**6%**
Student-centered	3,855	1%
Assembly/Meeting	22,201	4%
Exhibition	2,766	1%
AV/TV	5,312	1%
Dining & Merchandising	**15,894**	**3%**
Merchandising	5,557	1%
Food Facility	10,337	2%
Health & Recreation	**56,806**	**10%**
Athletics & Rec.	55,331	10%
Health & Well Being	1,475	0%
Campus Service	**43,715**	**8%**
Child Development	**15,327**	**3%**
Unclassified	**36,713**	**6%**
TOTAL	**568,823**	

Notes:
- Unclassified includes vacated space in Lois Carson Campus Center (2,908 ASF), AD (17,405 ASF), Health & Life Sciences (6,887 ASF), Student Health Services (1,526 ASF), Parent Education Center (2,008), and Multipurpose Portable (897 ASF). Lois Carson Campus Center, AD, and SHS will be repurposed in Phase 00 (see Phase 00 section for most likely uses).
- Workspace includes some 680 Meeting Rooms that serve as conference rooms and 650 Lounge or 690 Locker Room space that serves as office service.

FTES, WSCH, and FTEF Projections

As referenced earlier, space needs calculations rely heavily on the inputs of current and future FTES, WSCH, and FTEF. An important delineation for FTES is the FTES in-person versus the FTES online, as space needs are impacted by students visiting and interacting on campus. Additionally, for instructional space calculations, it is important to understand what percentage of WSCH occurs in lecture/classroom spaces versus laboratory spaces.

The District provided actual enrollment data for Fall 2023 and Fall 2024. Additionally, the District provided target enrollment growth percentages for Fiscal Year 25 through Fiscal Year 29. The assessment projected enrollment from Fall 2024 (actual) data utilizing these percentages through 2029. For 2029 - 2033, the Assessment assumes 1% growth, year over year.

For the purposes of the Assessment, all future projections assume 65% in-person versus 35% online. More students are returning to campus and the 65% in-person parameter tests a slight increase from the existing 58%, to understand the implications if students continue to return to campus. Note the enrollment numbers utilized are from Main Campus and do not include Off-Campus FTES.

The table below outlines the FTES numbers and growth percentages used in this study, as well as the on campus versus online split.

The WSCH split between lecture and lab is derived from the Fall 2023 course data. The data was analyzed to calculate WSCH from all sources. On campus lecture equates to 55.1% of WSCH on campus; on campus lab equates to 38.3% of WSCH on campus; And on campus PE equates to 6.6% of WSCH on campus. These percentages factor into FTES input for space projections for classroom and laboratory space (see table below).

FTEF is utilized to calculate workspace needs. Existing and future faculty and staff counts were provided by the District and the College.

Full Time Equivalent Student (FTES Data)

FALL TERM	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
% Growth	**(ACTUAL)**	**4%**	**4%**	**4%**	**4%**	**1%**	**1%**	**1%**	**1%**	**1%**
TOTAL FTES (Main Campus)	4,591	4,775	4,966	5,164	5,371	5,425	5,479	5,534	5,589	5,645
In-Person FTES	2,654	3,104	3,228	3,357	3,491	3,526	3,561	3,597	3,633	3,669
% On Campus	58%	65%	65%	65%	65%	65%	65%	65%	65%	65%
Online FTES	1,938	1,671	1,738	1,807	1,880	1,899	1,918	1,937	1,956	1,976
% Online	42%	35%	35%	35%	35%	35%	35%	35%	35%	35%

Note: FTES from Main Campus was utilized for the Assessment. Off-Campus FTES are not factored into space needs.

FALL TERM	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
% Growth	**(ACTUAL)**	**4%**	**4%**	**4%**	**4%**	**1%**	**1%**	**1%**	**1%**	**1%**
On Campus FTES	2,654	3,104	3,228	3,357	3,491	3,526	3,561	3,597	3,633	3,669
% On Campus Lecture	55%	55%	55%	55%	55%	55%	55%	55%	55%	55%
On Campus Lecture	1,462	1,710	1,778	1,850	1,924	1,943	1,962	1,982	2,002	2,022
% On Campus Lab	38%	38%	38%	38%	38%	38%	38%	38%	38%	38%
On Campus Lab	1,016	1,189	1,236	1,286	1,337	1,350	1,364	1,378	1,391	1,405
% On Campus PE	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
On Campus PE	175	205	213	222	230	233	235	237	240	242



Standards & Metrics

Standards and metrics are applied to the people (FTES, FTEF, WSCH) inputs to calculate the ultimate need. The following standards are applied in this assessment:

California Board of Governors

The Board of Governors of the California Community Colleges Policy on Utilization and Space Standards (referred to as *CA BOG* Standards) is used to assess space use of current facilities and to plan development of future facilities. The standards were updated in 2020 and supersede previous utilization targets established by the State of California under Title V.

These standards measure existing and future need for academic spaces such as classrooms, laboratories, library and technology space, and faculty offices. The standards are used in the space assessment to visualize how instructional spaces are being actively utilized and as guide to calculate future need. The standards represent intense instructional use with expectations that facilities have participants in each space between 40 - 70% of the time in a given 70 hour week.

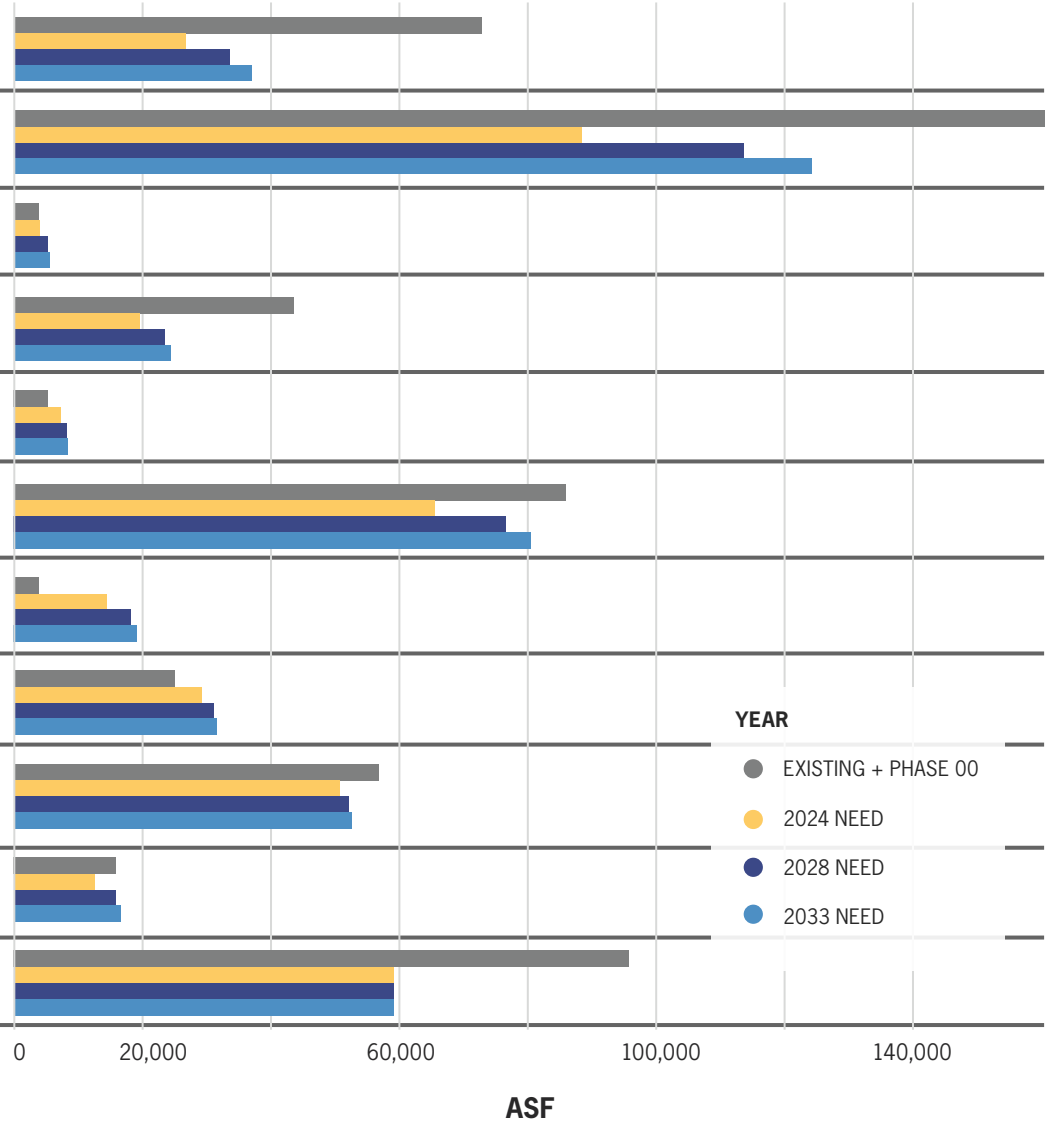
Other Standards

For certain space types, the *CA BOG* does not have set standards. When applicable, standards from *CA Title V*, the *Council of Education Facility Planners (CEFPI),* and recognized metrics based upon expertise are used. Trends in higher education are referenced throughout to support, challenge, and provide context on results from the space needs analysis.

SPACE TYPE	STANDARDS APPLIED
Classroom	CA BOG
Class Laboratories	CA BOG
Open Laboratories	Best Practices
Library & Study	CA BOG
Workspace	CA BOG
AV/TV	CA BOG
Student-centered	CA Title V
Assembly/Meeting/Exhibition	CEFPI and Best Practices
Health & Recreation	CA Title V
Dining & Merchandising	CEFPI

SPACE NEEDS ASSESSMENT RESULTS

SPACE TYPE	EXISTING + PHASE 00	2024	2028	2033	2033 (+) SURPLUS OR (-) DEFICIT
Classroom	72,715	27,696	36,431	38,289	+ 34,426
Class Laboratory	160,347	88,044	115,785	121,691	+ 38,656
Open Laboratory	3,798	3,981	5,237	5,504	- 1,706
Library & Study	43,517	19,511	23,405	24,406	+ 19,111
AV/TV	5,312	7,213	8,132	8,369	- 3,057
Workspace	85,857	65,475	76,596	80,503	+ 5,354
Student-centered	3,855	14,437	18,211	19,150	- 15,295
Assembly/ Meeting/ Exhibition	24,967	29,219	31,110	31,575	- 6,608
Health & Recreation	56,806	50,746	52,136	52,494	+ 4,312
Dining & Merchandising	15,894	12,554	15,844	16,652	- 758
Other*	95,755	59,042	59,042	59,042	+ 36,713
TOTAL	**568,823**	**377,917**	**441,939**	**457,674**	**+ 111,149**



**Other includes Campus Service, Child Development, Unclassified; Campus Service will be impacted by construction of future facilities, not by growth of people.*

PROGRAM NEEDS & EDUCATIONAL PLAN ALIGNMENT

INTRODUCTION

In addition to space needs, educational and non-educational program needs contribute to the type of space needed and how space is used on campus. Valley College provided a list of programs that are expected to grow or be introduced in the next decade. These programs are inputs into the plan, as differing programs require varying types of spaces.

In parallel, a Program Demand Gap Analysis: Environmental Scan and Review of Academic Programs was completed in April 2024 by Lightcast. This report assists in determining the relevant programs to grow and focus on at SBVC in relation to the regional economy and labor demand. This report was compared against the College's list of programs, to ensure student success and academic excellence.

PROGRAMS

Immersive Environments

Immersive environments create simulation spaces to emulate real-world scenarios. Two immersive environments were outlined as opportunities for growing programs: "Community" Clinic and Hospitality space.

The "Community" Clinic space would support programs such as Pharmacy Tech., Surgery Tech., Phlebotomy, and Medical Billing and Coding. Although not outwardly serving the community, this space would simulate a clinic space with a blood lab, pharmacy space, waiting room, and office space. The Health and Life Sciences Building and the new Allied Health Building are existing hubs of health sciences space.

The Hospitality space would support programs such as Hospitality, Culinary, and Baking. This space would simulate hotel check-in and restaurant, provide a culinary kitchen, community garden, and event space.

The Environmental Scan showed a large demand gap for Culinary Arts, although wages were not high.

New Program Opportunities

Underwater Welding, Underwater Robotics, Vet. Tech., Construction Tech., Drone Tech., Operational Pilot/Flight Training, and Air Traffic Controller were identified as emerging programs for long-term growth. Within the Environmental Scan, Welding is a program opportunity for growth; Veterinary Tech. was outlined as a new program opportunity. The Air Traffic Controller and Operational Pilot programs expand beyond jobs in the region with a large demand gap and high wages, and were identified by the College as opportunities. Drone Tech is an emerging and growing field. Construction Tech. and Robotics are fields with high demand and high wages.

A majority of these programs will rely on classroom spaces and lab spaces. Underwater Welding and Robotics would require a pool. Construction Tech. would require large indoor/outdoor lab spaces. Operational Pilot program requires space for large simulators.

Active Learning

A need for active learning spaces was identified through engagement with faculty and students. There is a desire for more flexible furniture arrangements, technology, and informal classroom arrangements.

Non-Educational Program Needs

Additional program needs beyond academic programs were identified through engagement and previous studies as well, including:

- Housing
- E-Sports
- Basic Needs Center: Laundry, Clothing Closet, Food Pantry
- Barbershop
- Concentration of Student Services
- Wayfinding Elements
- Renovation of Athletic Fields

SUMMARY OF NEEDS

Together, the Space Utilization Study and the Space Needs Assessment provide a quantitative lens on how space is being utilized and an estimate of how much space is needed based upon metrics and standards. The Program Needs provide a qualitative lens on what types of functions these spaces need to serve.

CLASSROOM

SBVC has the opportunity to mature into their classroom spaces as enrollment grows and more students return to campus. As shown by the Utilization Study, there is an opportunity to increase efficiency of use by increasing WSCH in classrooms. This could be done through course scheduling by offering courses at off-peak hours or off-peak days.

Although classroom space is physically abundant, these spaces do not always meet the needs of modern teaching and learning methods. Active, more collaborative learning methods are desired on campus, which require greater square footage per seat, flexible furniture, and technology. Renovations and new construction of classrooms should reference the 2020 District Standards and Campus Guidelines.

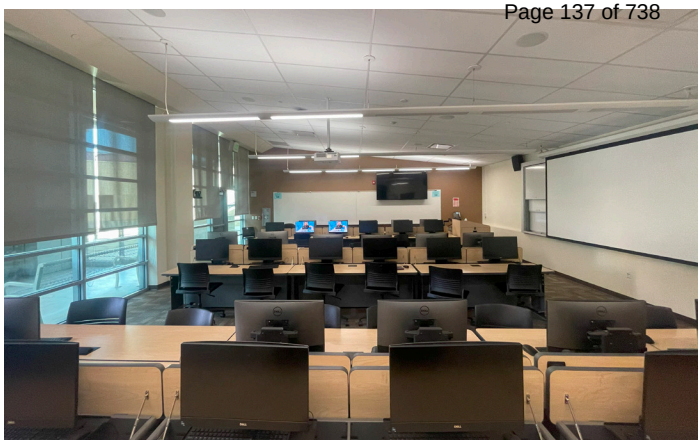
CLASS LABORATORY

With Phase 00, SBVC has enough physical class laboratory space to support existing programs, but this should be continually assessed as programs grow and emerge. Several buildings on campus are utilizing labs efficiently, but there is an opportunity to assess underutilized labs in buildings, such as the Business Building, to see how repurposing or renovation may increase utilization. Similar to classrooms, there is an opportunity to assess the course schedule and increase offerings during non-peak hours or days.

The new TECH Replacement, Aeronautics, Allied Health, and Welding Buildings provide modern spaces for growing programs. Future program growth and specialized equipment will dictate need for an increase in lab space and renovation of existing lab spaces.

OPEN LABORATORY

Open Laboratory space includes unscheduled lab space that students utilize for outside of class practice, experimentation, study, and work. There is an existing and future need to increase open laboratory space to provide students with the resources for learning and investigation.







LIBRARY & STUDY

SBVC has sufficient library and study space. Even with a concentration of space in the Library, the campus provides pockets of study space in other buildings on campus such as the New Student Services Building and TECH Replacement Building. As digital resources become increasingly prominent, there is an opportunity to rethink stack spaces in the library for increased student space, collaboration space, and open labs.

AUDIO VISUAL / TELEVISION (AV/TV)

An area of need identified from the assessment is in AV/TV. Virtual and hybrid learning is prominent in teaching modalities today. Facilities such as tech based study areas, “zoom” rooms, and recording studios for teaching should be provided to increase accessibility and flexibility.

WORKSPACE

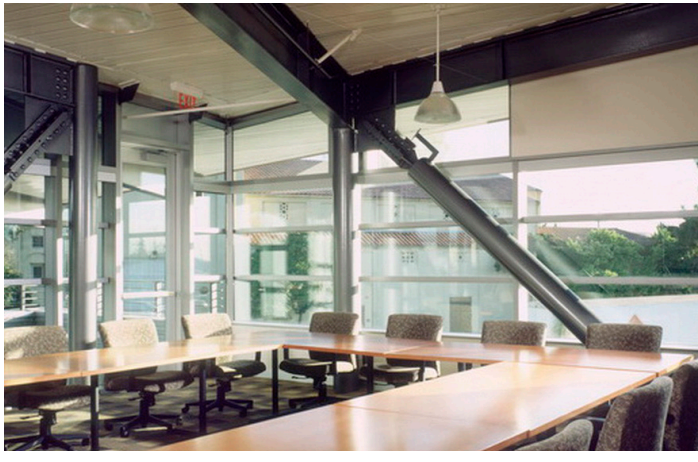
SBVC currently has enough total square footage of workspace to support faculty and staff. With Phase 00 new construction and demolitions, there is a need to address displaced office space and move workspace to different buildings. Similar to classrooms, even if there is enough space, this space is not always configured to meet the needs of faculty and staff. Also, while there may be enough total space, there may not be an adequate count of offices, as oversized offices cannot be right-sized overnight. Workspace should be accommodated in new construction projects and renovations to support growing programs and growing enrollment. Workspace configurations should be designed to accommodate working styles, considering amount of touchdown/focus work, collaborative work, and meetings. Types of touchdown space may vary between private to open office, to hoteling based upon hybrid work policy and a user’s daily routine. Collaboration and meeting spaces may vary in size and formality. Renovations and new construction of workspace should reference the most recently approved District Standards and Campus Guidelines for sizing and configuration.

STUDENT-CENTERED

Student-centered space shows a large need for space; student-centered spaces include lounges, student gathering and student meeting space. These spaces are for students to interact, socialize, restore, or collaborate (this does not take into account outdoor gathering spaces). Student-centered space should be spread across buildings on campus, while also concentrating spaces close to student services.







ASSEMBLY/MEETING/EXHIBITION

The Space Assessment does identify a need for assembly, meeting, and exhibition space at Valley College. The College also expressed a desire and need for larger event spaces to serve the campus and the greater community. A majority of assembly, meeting, and exhibition space exists in the Auditorium, Art Center & Gallery, and Business Building.

HEALTH & RECREATION

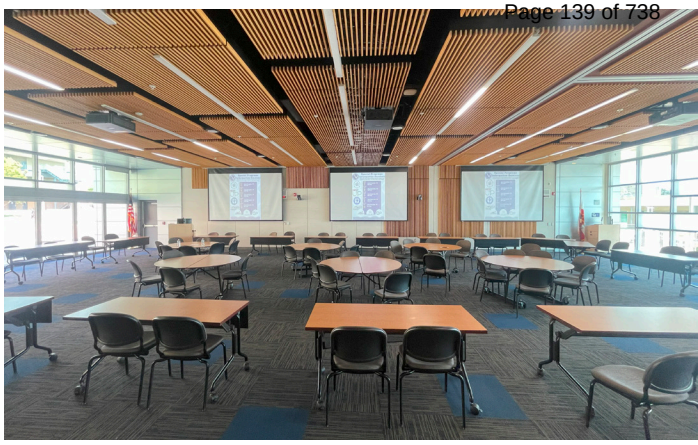
SBVC has an adequate amount of recreation and athletics space with a majority of that space in the Gymnasium Building. Even though there is enough physical space, there can be the perception there is not enough space due to how space is shared between athletics and recreation. The Gymnasium Building should be optimized for sharing, so that all campus users can access the amenities and services within the building. This would require attention on access and scheduling of spaces.

Although not accounted for in the space needs assessment, SBVC also has a variety of field space for athletics. There is a need to upgrade and renovate fields such as the soccer field, baseball field, and track.

SBVC will have an adequate amount of health services space, once moved into the new Student Services Building in Phase 00. The new location will co-locate Health Services with other complimentary student services, such as Counseling.

DINING & MERCHANDISING

Dining and merchandising spaces, including food facilities and the bookstore, are generally in balance on campus, but as SBVC grows and more students return to campus, more space may be required. Additionally, if housing is introduced on campus, food facilities and hours of operation will need to be assessed to accommodate residents.







PARKING NEEDS

Additional parking was identified as a need on campus through engagement sessions and outreach. In addition to information received via engagement, a parking needs calculation was utilized to determine how much parking the campus will need in the future based upon population projections.

PARKING DEMAND

Parking demand is based upon the populations the campus serves, including students, faculty, staff and visitors. A parking ratio is applied to each population type to produce a demand. Ratios are based upon best practices for junior and community colleges. The table below outlines the projected enrollment per population type for SBVC in Fall 2033, the parking ratios applied, and the demand calculated.

FALL 2033 PARKING DEMAND:

Enrollment Type	Total	Parking Ratio	Demand
IN-PERSON (FTES)	2,567	0.35	899
IN-PERSON HYBRID (FTES)	1,102	0.25	275
ONLINE (FTES)	1,976	0	0
FACULTY (FTE)	460	0.5	230
STAFF (FTE)	431	0.75	323
VISITORS	200	0.15	30
TOTAL	**8,236**		**1,757**

PARKING SUPPLY - PHASE 00

Existing parking supply (per Phase 00) is outlined in the table below.

Parking Lot	Phase 00
Lot 1	-
Lot 2	45
Lot 3	70
Lot 4	105
Lot CP2	132
Lot 8	298
Lot 9	232
Lot 10	160
Lot 11	138
Lot 12	24
College Dr.	20
Eureka Ave.	9
CDC	10
TOTAL	**1,243**

PARKING NEED

The Plan aims to implement projects that will support SBVC's parking needs for the future.

Need = Demand - Supply

Need = 1,757 - 1,243

Need = 514 spaces

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SBVC4
CAMPUS VISION PLAN



VISION PLAN

At Valley College, the 2024 Facilities Master Plan serves to support the College's mission, fostering an environment of meaningful learning and belonging for students, faculty, staff, and the community. The Plan includes several projects focused on expanding academic programs, building a sense of community among students, bringing the community to campus, and addressing infrastructure needs. Ultimately, it will serve as a phased roadmap for development and implementation over the next decade and beyond.

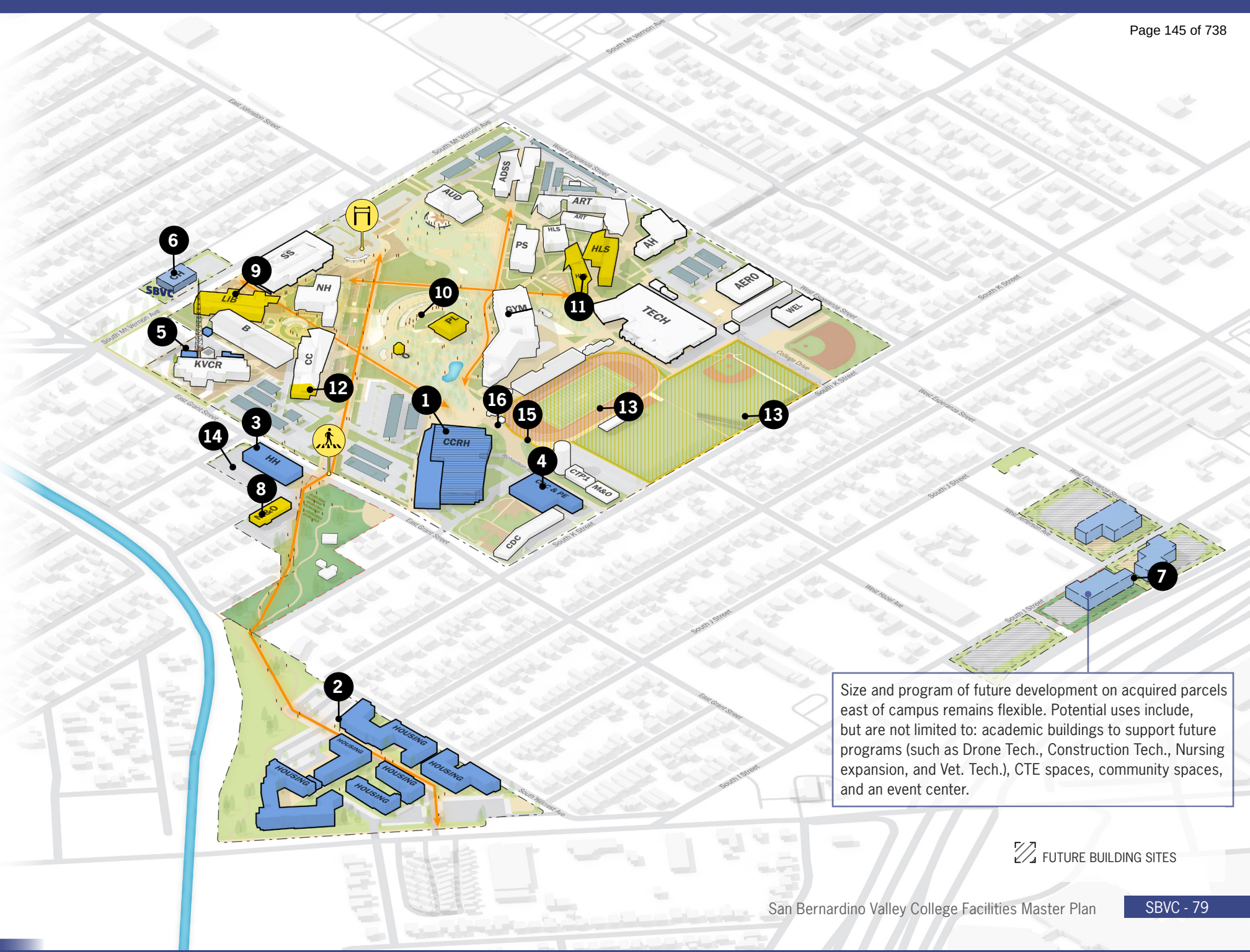
The proposed recommendations are organized into the categories of: New Construction, Renovations, Demolitions, and Campus-Wide Improvements. The following section walks through each of these recommendations in further detail. The Vision Plan embraces new development and growth on recent parcel acquisitions. In the future, funds may be allocated to acquire more parcels for the growth of campus. Altogether, the Plan is designed with flexibility and resiliency in mind, to achieve the goals and mission of Valley College.

	NEW CONSTRUCTION	GSF
1	Campus and Community Resource Hub	65,000 + 690 parking stalls
2	Mixed-Use Housing Site	TBD
3	Hospitality Hub	32,000
4	Child Development Center (CDC) and Parent Education Center (PEC)	35,000
5	KVCR Additions	5,200
6	Community Hub	16,000
7	Future Parcel Development	TBD

	RENOVATIONS	ASF
8	Maintenance & Operations (M&O) Building	7,100
9	Library Repurposing	810 - 1,500
10	Greek Theater and Planetarium	4,100
11	Health and Life Sciences	6,900
12	Lois Carson Campus Center (Police Department Space)	1,500
13	Athletic Fields and Facilities	407,000 (SF)

	DEMOLITIONS	GSF
14	Warehouse (Parent Ed. Center, Shipping & Receiving, Police Storage, Warehouse, and Storage Buildings)	20,300
15	Campus Technology Services (CTS) (Former)	4,800
16	Student Health Services (Former)	2,400

CAMPUS WIDE IMPROVEMENTS
Alignment with Sustainability Plan
Placemaking in the Exterior Environment
Active Learning Classroom Retrofits
Circulation and Parking
Infrastructure and Safety



Size and program of future development on acquired parcels east of campus remains flexible. Potential uses include, but are not limited to: academic buildings to support future programs (such as Drone Tech., Construction Tech., Nursing expansion, and Vet. Tech.), CTE spaces, community spaces, and an event center.

FUTURE BUILDING SITES

CAMPUS AND COMMUNITY RESOURCE HUB

Size:
65,000 GSF Mixed-Use Liner (2-3 stories)
~690 parking stalls (4 stories/5 levels)

Building Programs:

- Police Department
- Police Academy
- Printing Services
- Warehouse
- Program and workspace expansion space

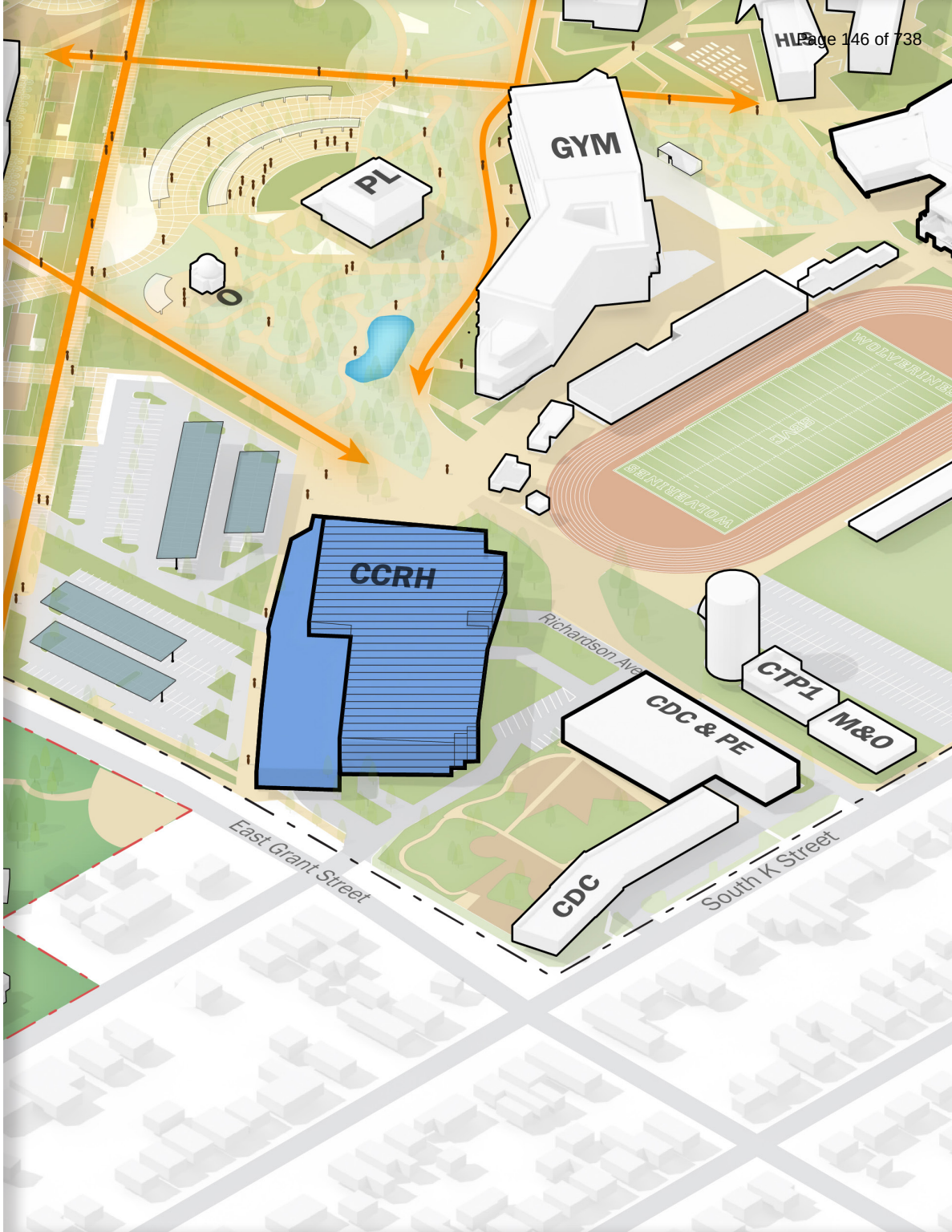
The project will construct a new multi-purpose facility that accommodates district service functions, expanding academic programs, and provides additional parking spaces.

Key district services include Campus Police, currently housed in the Lois Carson Campus Center. Their current space is significantly undersized, and relocation is necessary to better serve the growing needs of the campus community. The new facility will offer dedicated parking for the police fleet on the first floor of the parking structure.

Printing Services, presently located at Crafton Hills Campus, will be relocated on Valley College's campus—the primary user of the service—reducing transit time between the service and campus. Additionally, a new warehouse space will be provided, requiring a large, open ground-floor space for deliveries and storage, similar to Printing Services.

The College also plans to expand its Police Academy. With its proximity to Campus Police and the opportunity to customize the space to the program's specific needs, the new facility will serve as an ideal location for Academy space.

In total, the structure will include approximately 690 parking stalls, across 4-stories (5 levels).



EDUCATION PLAN ALIGNMENT

- Increases parking on campus for students and community
- Expands District resources on campus to support students, faculty, and staff
- Relocates uses to centralize student services in the core

SUSTAINABILITY PLAN ALIGNMENT

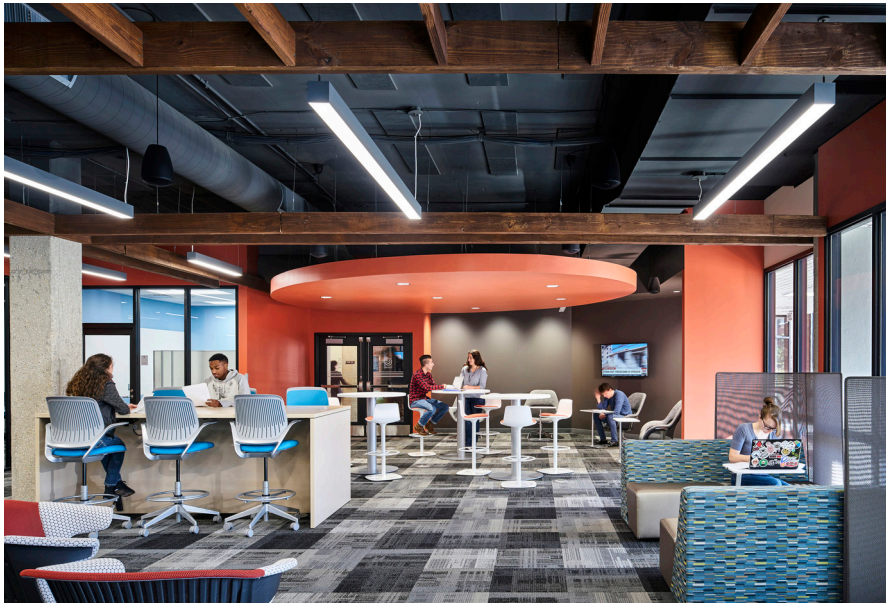
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

Supports and bolsters District functions and space to support the operations and safety of campus

Enhances arrival, circulation, and wayfinding by increasing and consolidating parking, and creating a new key entry to campus

Creates immersive space for Police Academy





MIXED-USE SITE WITH HOUSING

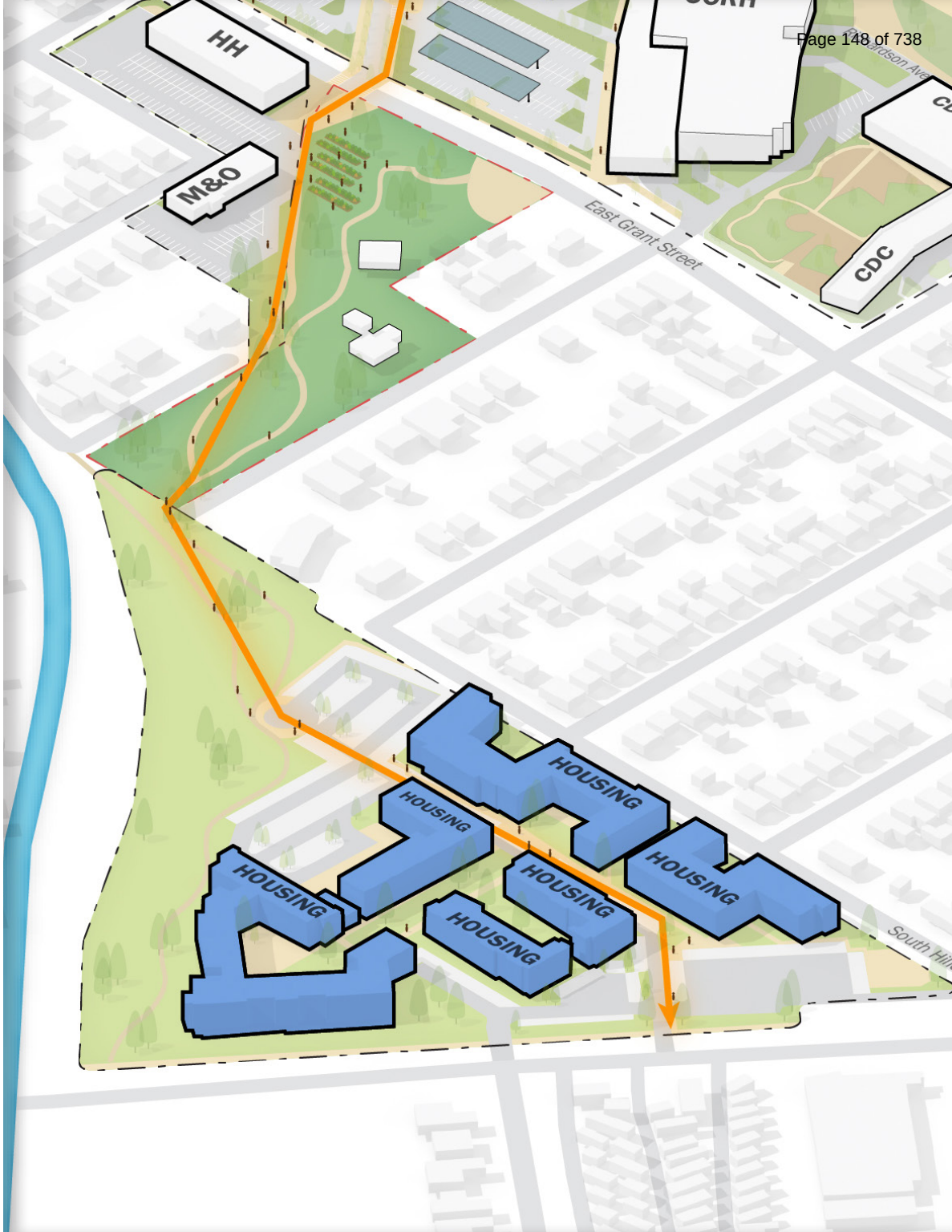
Size:
TBD

Building Programs:

- Flex/community housing
- Affordable apartments
- Student housing
- Campus/community green connector
- Parking
- Retail or community uses

The 15-acre site, just south of Main Campus, is being envisioned as a vibrant mixed-use development, which may include market-rate, affordable, and workforce housing, retail, and student housing. This development will provide quality, affordable housing, serve the community with economic development opportunities, and bolster student success.

A green corridor will connect the mixed-use site with the main campus. This corridor will provide intuitive pedestrian routes, open spaces, landscaping, public art, and opportunity for programmable space, such as community gardens or farmer's markets. A new branded street crossing will ensure safe access across E. Grant Street.



EDUCATION PLAN ALIGNMENT

- Housing security promotes student success and increases student retention and enrollment
- Provides student access to basic needs and resources, enhancing well-being

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Decreases student vehicle miles traveled to SBVC

GUIDING PRINCIPLES ALIGNMENT

Provides a mix of uses including housing that support community

The site and green connector can contribute to beautification, outdoor programming, and amenities

Creates a new entry, gateway, and pedestrian corridor into campus





HOSPITALITY HUB

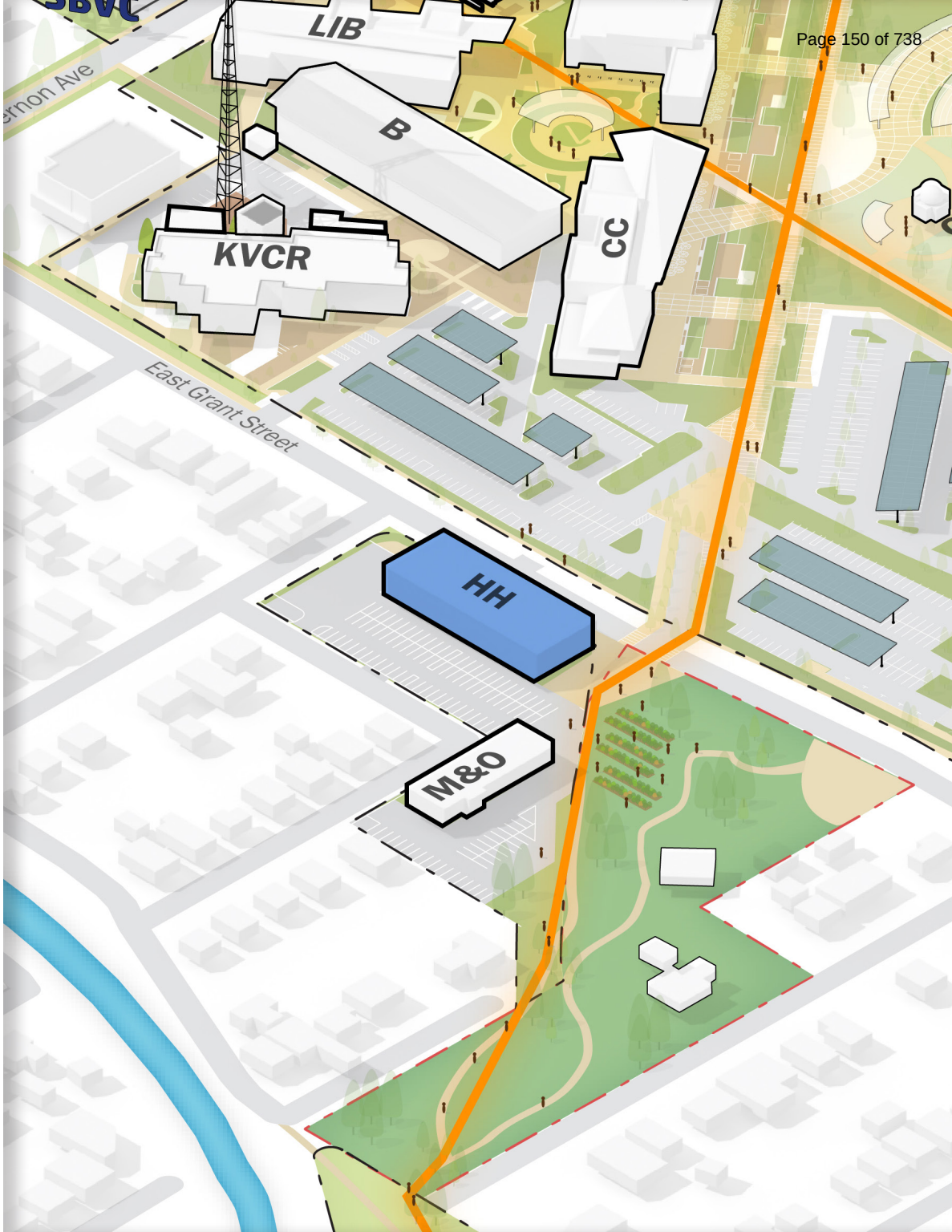
Size:
32,000 GSF

Building Programs:

- Event space (up to 400 people)
- Culinary kitchen
- Simulation hotel Check-In
- Space for Culinary and Baking programs
- Non-profit and community programs office space
- Flex space
- Community garden

The new facility will feature an event space designed to meet the current and future needs for large gatherings of up to 400 people. The space will serve campus, district, and community needs, while also generating revenue through external use. In addition, the building will house the hospitality, culinary, and baking programs. With its design as a real-world example of a meeting center, students will benefit from immersive learning opportunities, such as a mock check-in desk and a catering kitchen for hands-on culinary and baking experiences.

Outside, a community garden will support both the culinary program and the campus food pantry, providing fresh ingredients for learning and community use. The building will be conveniently located near the College's largest parking lots and the new multi-level parking structure, along the newly developed pedestrian path and crossing, ensuring easy access for all users.



EDUCATION PLAN ALIGNMENT

- Provides space and state-of-the-art facilities for Hospitality and Culinary Arts
- Brings the community to campus
- Increases student recruitment and enrollment
- Creates experiential learning opportunities that improve and enhance program experience

SUSTAINABILITY PLAN ALIGNMENT

- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Removes aging facilities

GUIDING PRINCIPLES ALIGNMENT

Provides event space for community gathering and programming

Addresses demolition of aging, inefficient facilities

The building's presence on E. Grant Street can enhance arrival and wayfinding to campus

The community garden enhances outdoor programming and amenities

Creates immersive spaces that support hands-on learning





CHILD DEVELOPMENT CENTER (CDC) AND PARENT EDUCATION CENTER (PEC) BUILDING

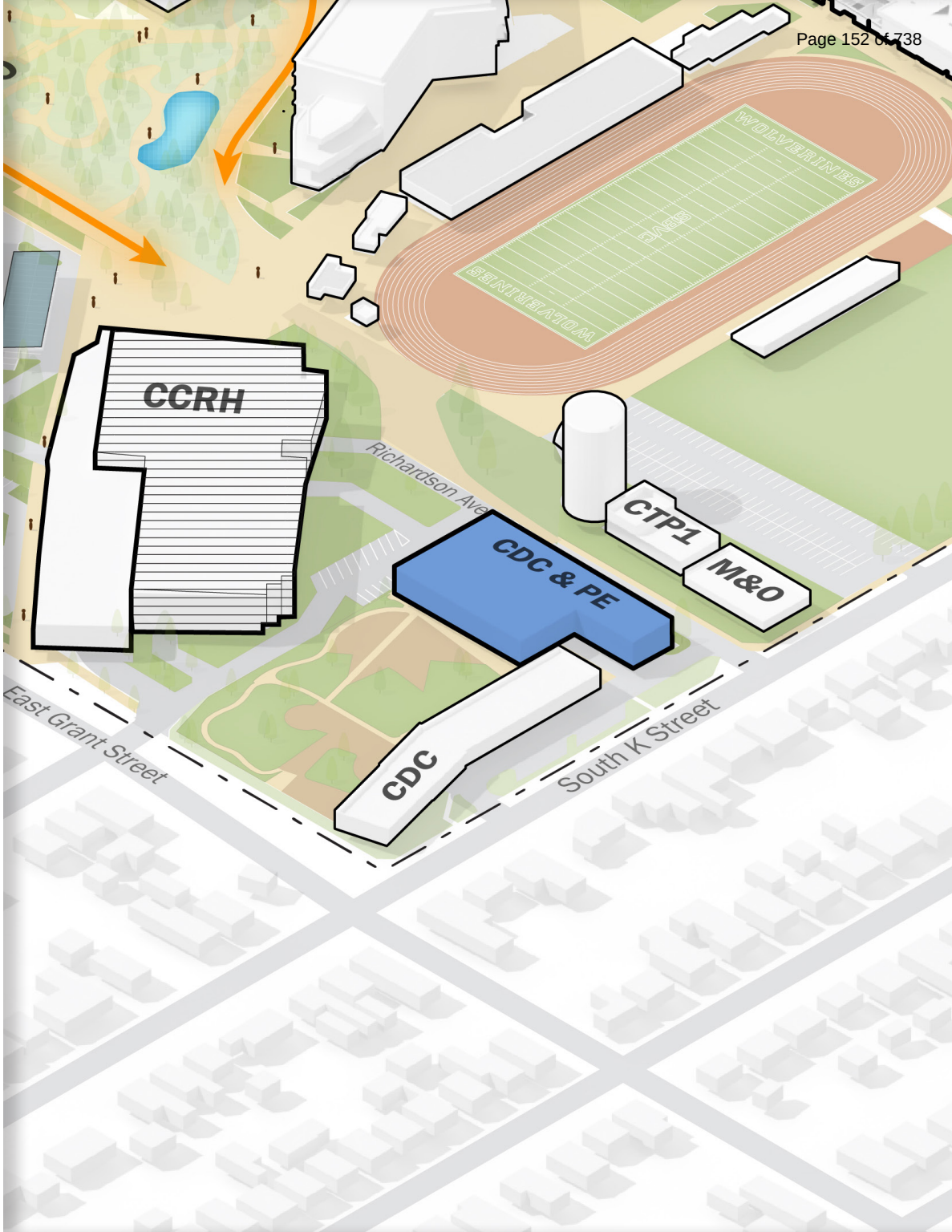
Size:
35,000 GSF

Building Programs:

- Replaces CDC Modulars
- Provides new and expanded space for Parent Ed. Center
- Other program opportunities

The Child Development Center (CDC) and Parent Ed. Building will replace the existing, aging CDC modulars into a state of the art facility. In addition to CDC uses, expanded Parent Education Center space will also be in this building, supporting academic excellence. While the programs will be within a single structure, the building will have two separate entry points to control access for safety and security purposes.

The size of the facility provides expansion space that could be used for continued growth in Child Development and Parent Education, or for a complimentary program use.



EDUCATION PLAN ALIGNMENT

- Provides expanded space and state-of-the-art facilities for Child Development and Parent Education
- Increases student recruitment and enrollment
- Creates experiential learning opportunities that improve and enhance program experience

SUSTAINABILITY PLAN ALIGNMENT

- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Enables removal of aging facilities

GUIDING PRINCIPLES ALIGNMENT

Replaces aging facilities, expanding amount and quality of space for CDC and PEC

Creates immersive spaces that support hands-on learning





KVCR ADDITIONS

Size:
7,800 GSF

Building Programs:

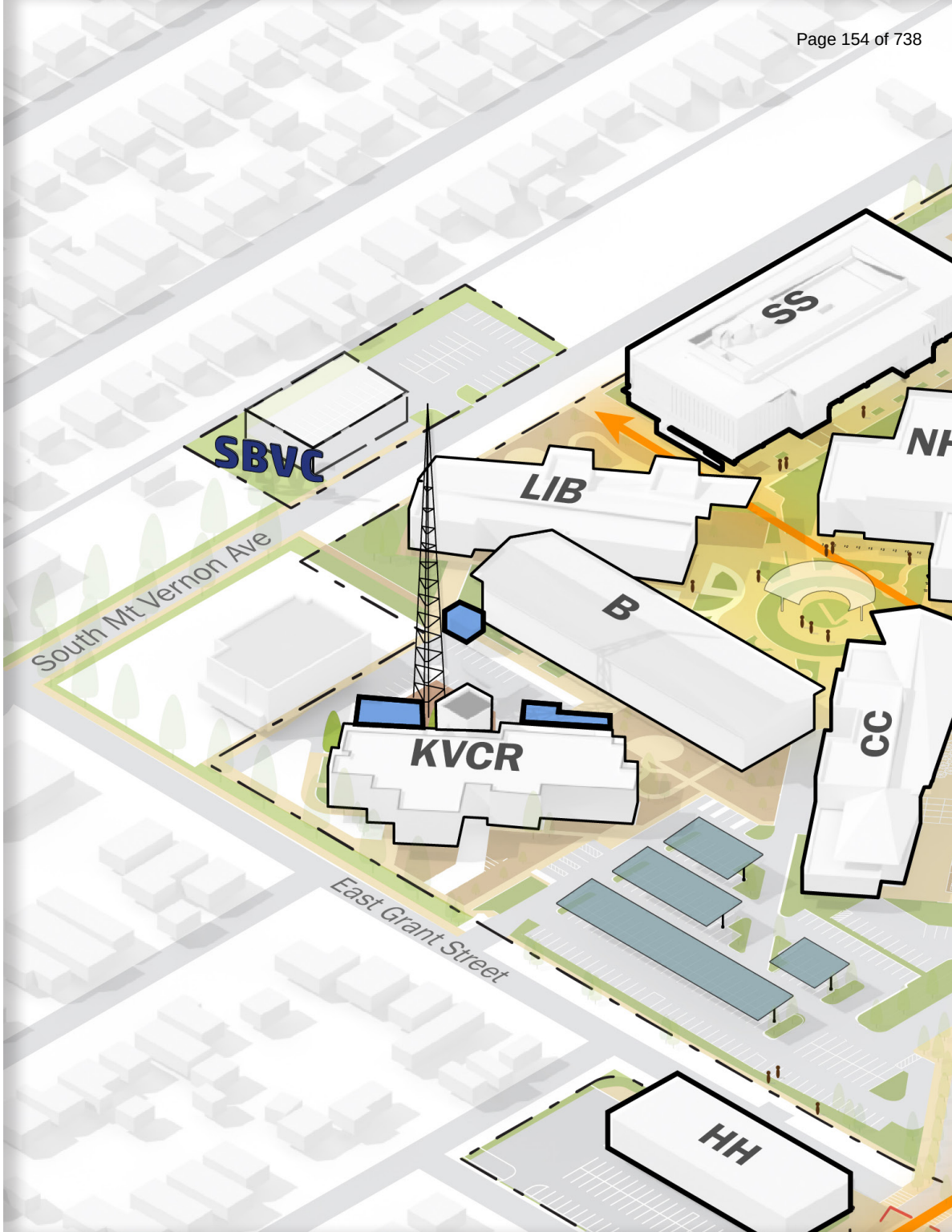
- New studio expansion
- New classroom/lab expansion
- Shared storage

Additions to KVCR will expand on the existing building to create space for a new studio, classroom and lab space, a media courtyard, and storage. These spaces will support the continuation of collaboration between KVCR and the Institute of Media Arts.

The studio addition will be two-story, with the second story providing space for growth and further expansion. The second story space in the near-term can provide much needed room for other spaces such as communal space, and conference room space.

With the expansion, KVCR can support live events (screenings), new production, television content creation, live television, social media content creation, photography, film production, music video production, commercial production, and XR content creation.

The studio will include programming such as a chroma green cyclorama wall, pure white cyclorama wall, a black curtain, mobile studio control, and a green room.



EDUCATION PLAN ALIGNMENT

- Supports collaboration between IMA and KVCR
- Improves program experience and supports enrollment
- Creates experiential and immersive learning opportunities
- Expands District resources on campus to support students, faculty, and staff

SUSTAINABILITY PLAN ALIGNMENT

- Renovation and new construction to include sustainable materials and site improvements

GUIDING PRINCIPLES ALIGNMENT

Addresses key renovations and improvements for KVCR, a District Support Operation

Creates immersive spaces that support hands-on learning





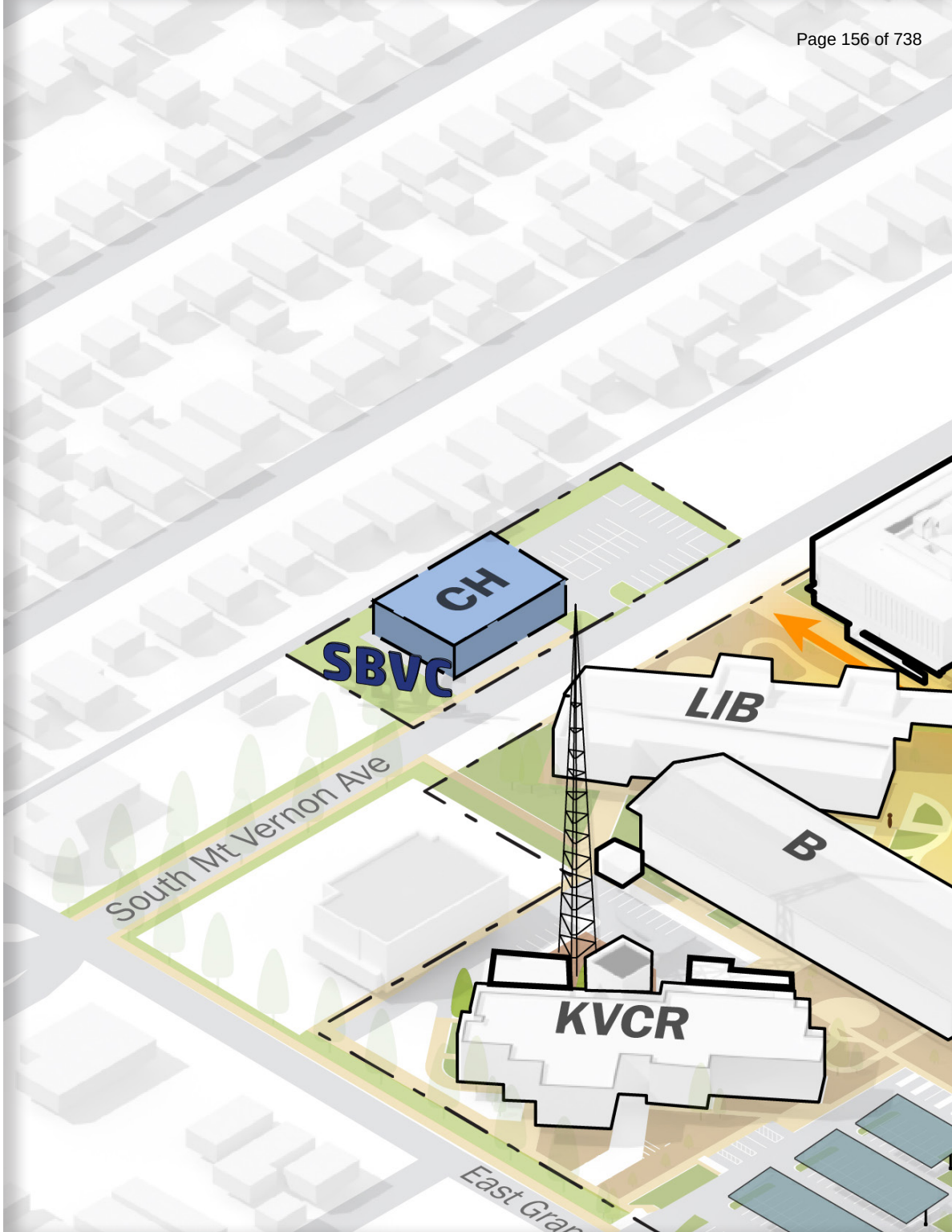
COMMUNITY HUB

Size:
16,000 GSF

Building Programs:
Remains flexible for programming, but potential uses include:

- Alumni House
- Community workspace
- Student-focused space

Located on a recently purchased property along Mt. Vernon Avenue, a new community hub building will create a new gateway to the campus. The building's purpose will be to house community-facing programs such as work and meeting space for local non-profit organizations and an alumni center/hall of fame. On the exterior of the building, gateway signage will be placed on the south end of the site, and surface parking will be on the north end of the site. A street improvement project along South Mt Vernon Avenue, East Grant Ave, and at the intersection of these two streets will screen the parking lot and provide a welcoming gateway into campus. The improvement project should consider landscaping, lighting, branding, wayfinding, and crossing improvements. Other methods of bridging Mt. Vernon Ave. can be studied during the design and implementation of the project.



EDUCATION PLAN ALIGNMENT

- Space provides the opportunity to bring the community to campus
- Space could be student or alumni focused, supporting recruitment, retention, and alumni support

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

Space can support community programming and gathering

Gateway enhances arrival on to campus

Gateway is a branding opportunity that builds identity





FUTURE PARCEL DEVELOPMENT

Size:
TBD

Building Programs:
Remains flexible, potential uses include:

- Academic buildings to support future programs (new and expanding):
  - Drone Tech
  - Construction Tech
  - Nursing (expansion)
  - Vet. Tech.
- CTE spaces
- Community uses
- Event center
- Parking

The recently acquired parcels, a few blocks east of main campus, provide an opportunity to expand the campus footprint. Size and program of future development remains flexible, requiring further study at the time of development. Opportunities include creating an academic hub for new and expanding programs, as well as creating community centered spaces, such as an event center that can be rented out by the community. The development of these parcels should consider circulation and connections back to main campus and branding to align with SBVC's campus today. Additionally, the development of these parcels should align with future parcel acquisition strategies.



EDUCATION PLAN ALIGNMENT

- Space provides the opportunity to bring the community to campus
- Increases student recruitment and enrollment
- Creates experiential learning opportunities that improve and enhance program experience

SUSTAINABILITY PLAN ALIGNMENT

- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Fosters social sustainability (human health and well-being)

GUIDING PRINCIPLES ALIGNMENT

Space can support community programming, events, and gathering

Opportunity for expansion of campus and a new campus gateway/entry

Opportunity to incorporate open spaces and amenities on an expanded portion of campus

Academic spaces can be immersive and support hands-on learning





MAINTENANCE & OPERATIONS (M&O) REPURPOSING

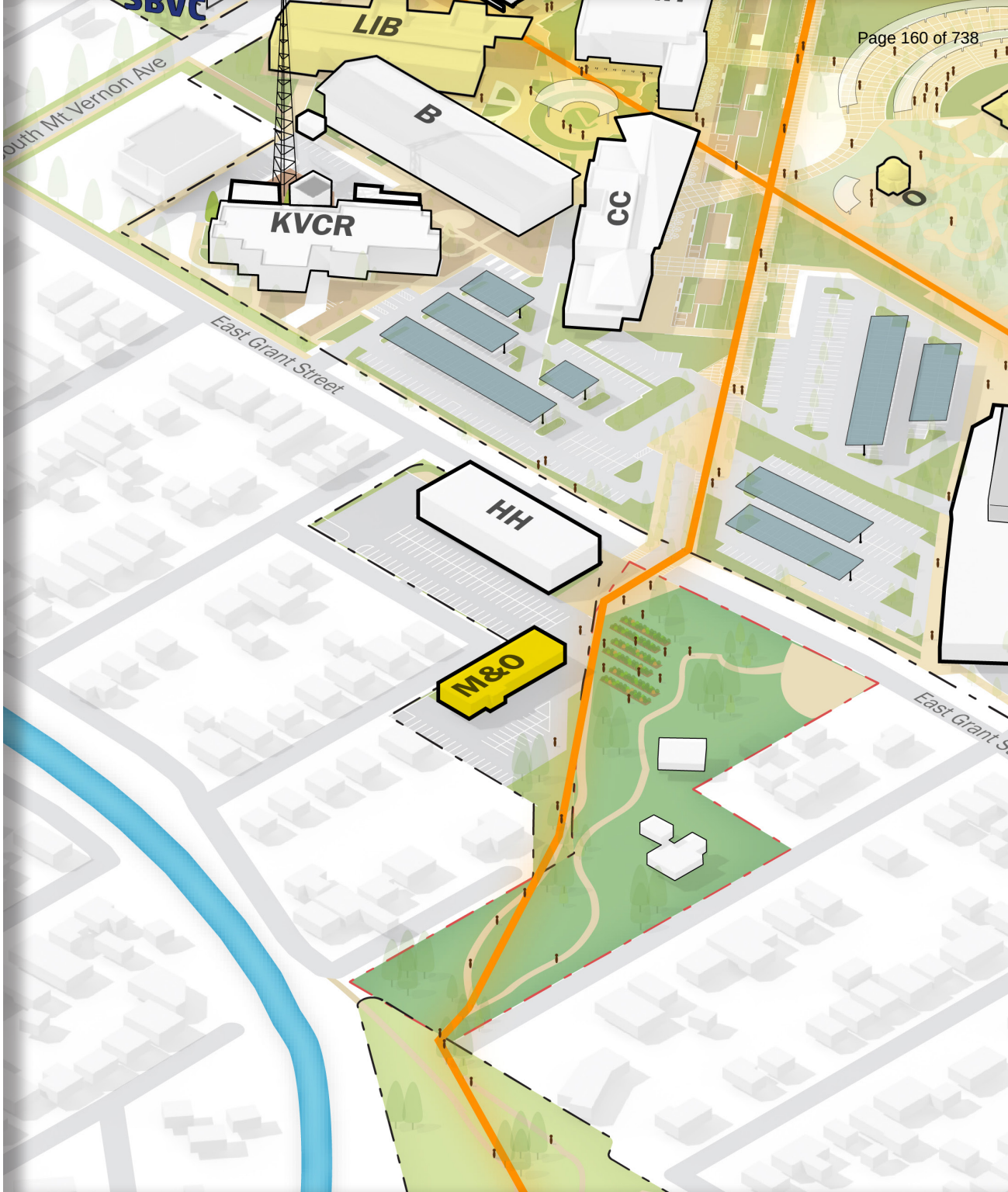
Size:
7,100 ASF

Building Programs:

- M&O office, storage, and service space
- Repurpose old Transportation Building
- Shade structure or outdoor canopy

This project will renovate the existing Transportation Building for Maintenance and Operations functions such as offices, outdoor vehicle storage, and shop space. The diesel program will move to the new Technology Building upon its completion.

As the building is located along the new pedestrian link and adjacent to the Hospitality Hub, it will be important to screen the outdoor areas of the building so the back-of-house areas are screen away from the public areas.



EDUCATION PLAN ALIGNMENT

- Relocates non-student facing functions from the core
- Expands resources on campus to support the operations of campus facilities that impact students, faculty, and staff

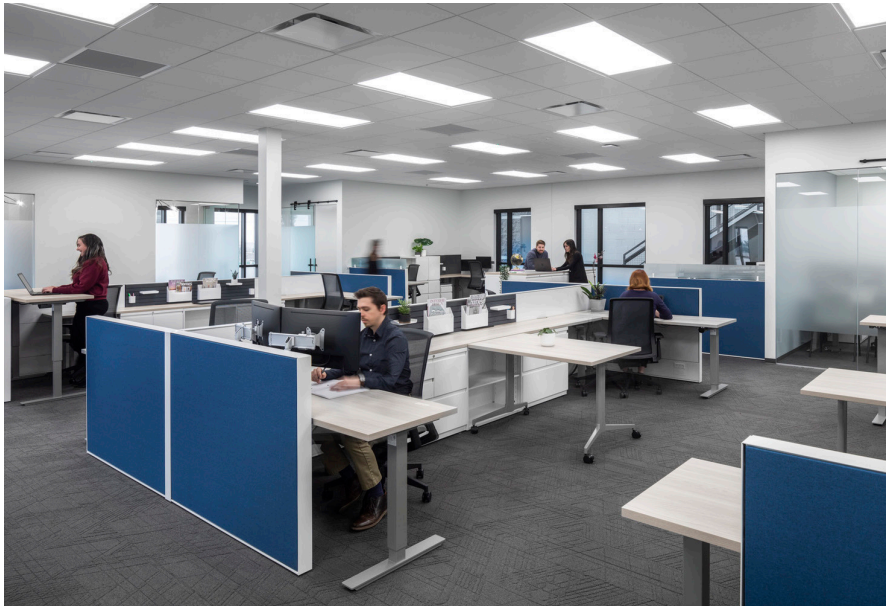
SUSTAINABILITY PLAN ALIGNMENT

- Reuses and repurposes existing building for campus need
- Renovation to include sustainable materials
- Potential for site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

Addresses a key renovation, supporting functions that improve campus facilities and infrastructure





LIBRARY REPURPOSING

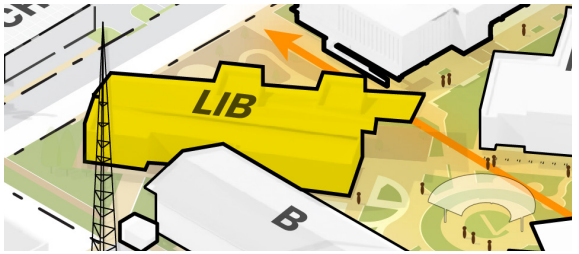
Size:
810 – 1,500 ASF

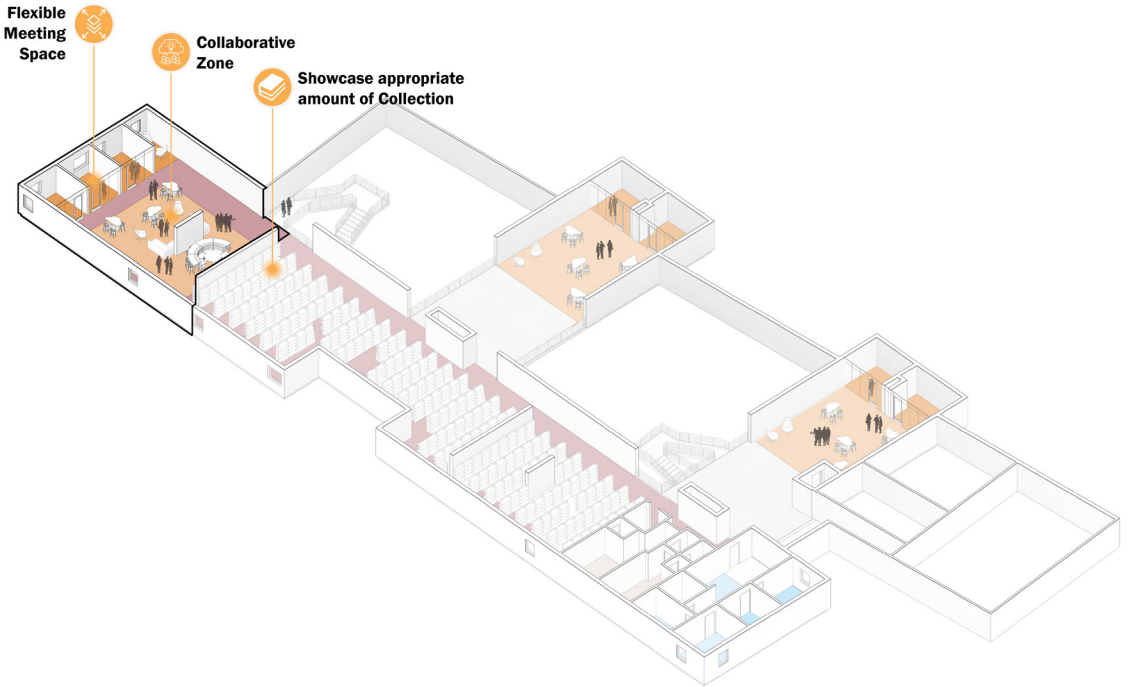
Building Programs:

- Student collaboration and meeting space
- Computer stations
- Opportunity for E-Sports

On the second floor of the Library, stacks will be repurposed to create informal student gathering areas, computer stations, tutoring space, and/or flexible meeting rooms. These spaces will be supportive of building community among students and providing spaces dedicated to student groups and impromptu instructional, meeting, and studying needs. The design of the space should include art and branding, that reflect student culture, and comfortable, flexible furniture.

With low utilization of classrooms in the Library, there is an opportunity to increase the utilization of classrooms campus-wide and transition one of the Library classrooms to an E-Sports facility, supporting a use growing in popularity among students.





Note: This is an illustrative, conceptual design for the Library, not a final design.

EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Develops campus culture and community through informal gathering spaces
- Expands resources for students and diversifies types of spaces on campus

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials
- Opportunity for sustainable education exhibit within space

GUIDING PRINCIPLES ALIGNMENT

Supports student gathering and building community on campus

Key renovation of underutilized space





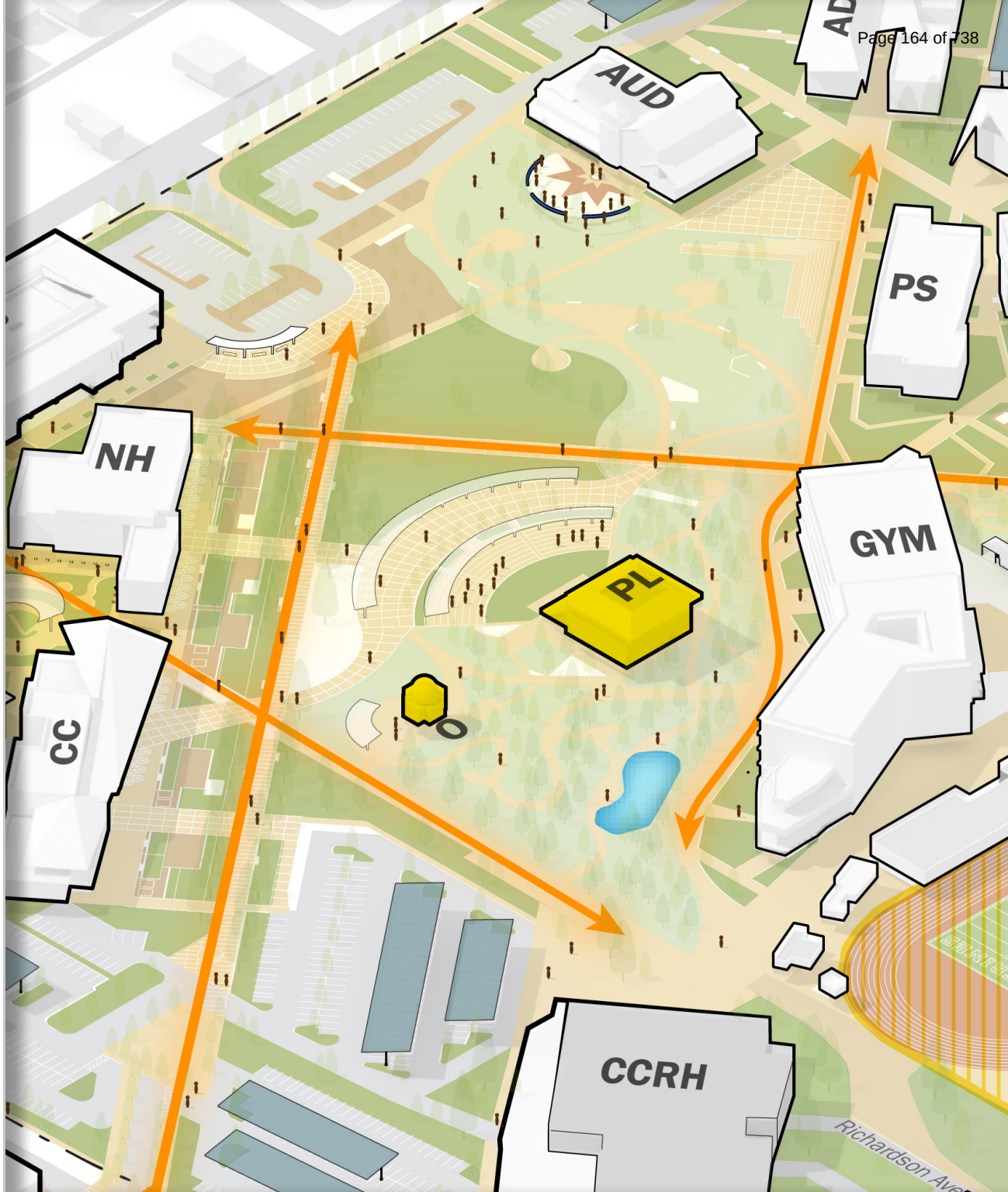
GREEK THEATER & PLANETARIUM RENOVATION

Size:
~4,100 ASF (Planetarium and Observatory)

Building Programs:

- Astronomy program space
- Community and event space (Greek Theater)

This project will renovate the existing Greek Theater and Planetarium, including structural upgrades, improvements to building systems, and accessibility improvements. The project will also include equipment upgrades for performances and events in the theater, including audio-visual and technology improvements. Upgrades to the Greek Theater include the inclusion of shade structures, and a new adjacent event plaza with shade structures and programmable space. The improvements would support comfort and year-round use of the Greek Theater for a variety of uses including campus/community fairs, catered events, and large events.



EDUCATION PLAN ALIGNMENT

- Provides the opportunity to bring the community to campus
- Develops campus culture and community through gathering and event space
- Creates experiential and immersive learning opportunities
- Creates spaces to support inclusivity

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials and building efficiency upgrades
- Potential for site improvements that implement native landscaping and stormwater strategies
- Increase in shade and tree canopy reduces heat island effect

GUIDING PRINCIPLES ALIGNMENT

Greek Theater is a key event and gathering space to support community programming, gathering, and events

Unique feature on campus that contributes to identity, beautification, and outdoor programming

The Planetarium, Observatory, and Greek Theater all support immersive learning





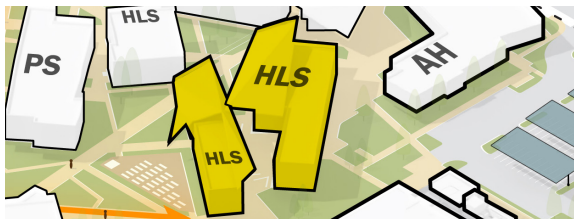
HEALTH & LIFE SCIENCES

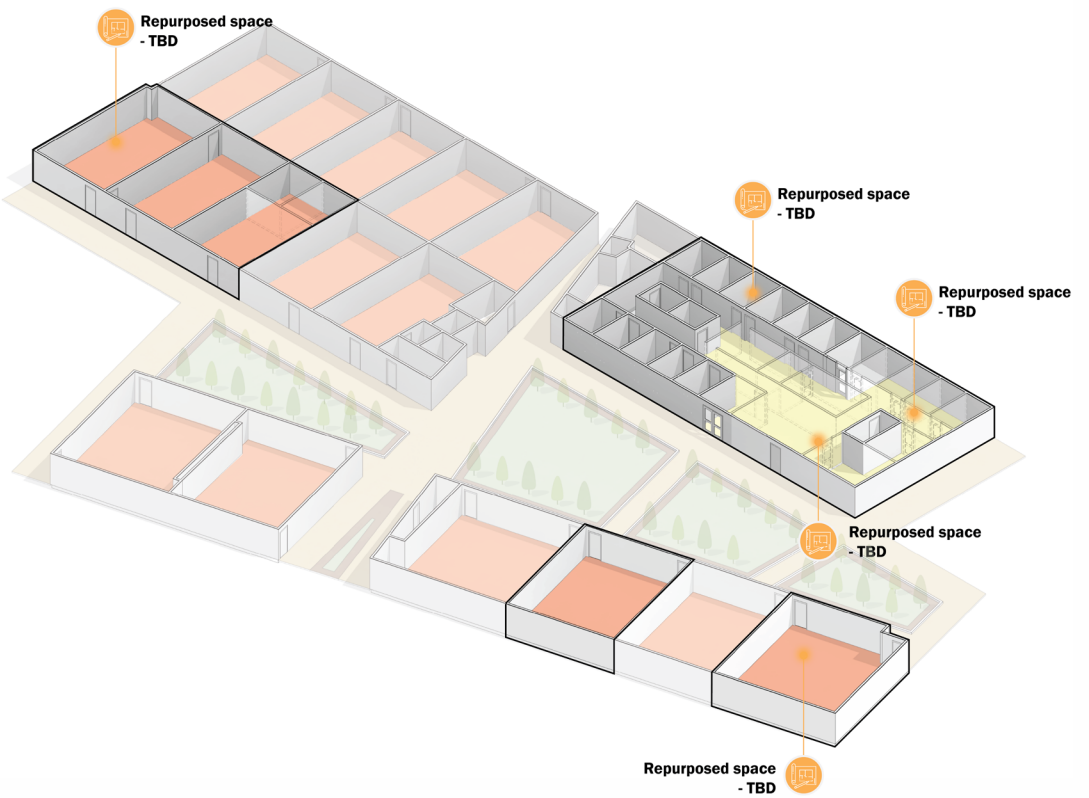
Size:
~6,900 ASF

Building Programs:

- Expansion of simulation/lab spaces
- Adaptable and inclusive spaces
- Potential for “Community Clinic” spaces:
  - Pharmacy for Pharmacy Tech
  - Operating Room for Surge Tech
  - Blood Lab for Phlebotomy
  - Office Space for Medical Billing & Coding

As spaces within the Health and Life Sciences move into the new Allied Health Building, the vacated spaces can transform into adaptable, inclusive spaces that support immersive academic learning environments. Program will be determined at the time of the design project, but possible uses include the expansion of simulation and lab spaces, and hands-on “Community Clinic” spaces that simulate real world environments. These simulation spaces could include office space for Medical Billing, a blood lab for Phlebotomy students, a mock pharmacy for Pharmaceutical Tech students, a second operating room for Surge Tech students, and growth space for Nursing. Additionally, there is an opportunity to consider how the exterior spaces connect the Health Sciences building and Allied Health building together with outdoor classrooms, gathering spaces, artwork, and landscaping.





Note: This is an illustrative, conceptual design for Health and Life Sciences, not a final design.

EDUCATION PLAN ALIGNMENT

- Provides new space types and state-of-the-art facilities
- Increases student recruitment and enrollment
- Creates experiential learning opportunities that improve and enhance program experience

SUSTAINABILITY PLAN ALIGNMENT

- Renovation to include sustainable materials and support any building efficiency upgrades

GUIDING PRINCIPLES ALIGNMENT

Addresses key repurposing of vacated space - building on the hub of Health Sciences/Allied Health space

Opportunity to improve the exterior environment connecting the Health Sciences together with outdoor programming, landscaping, and art

Creates immersive academic spaces that align with industry needs, supporting hands-on learning





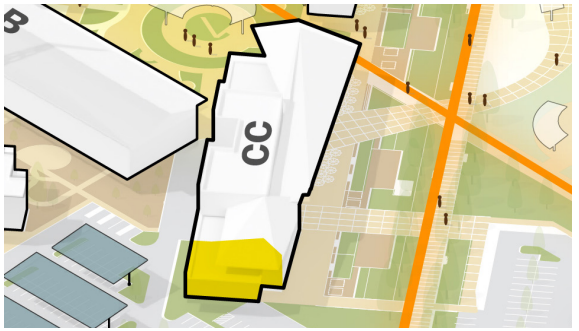
LOIS CARSON CAMPUS CENTER (POLICE DEPARTMENT SPACE)

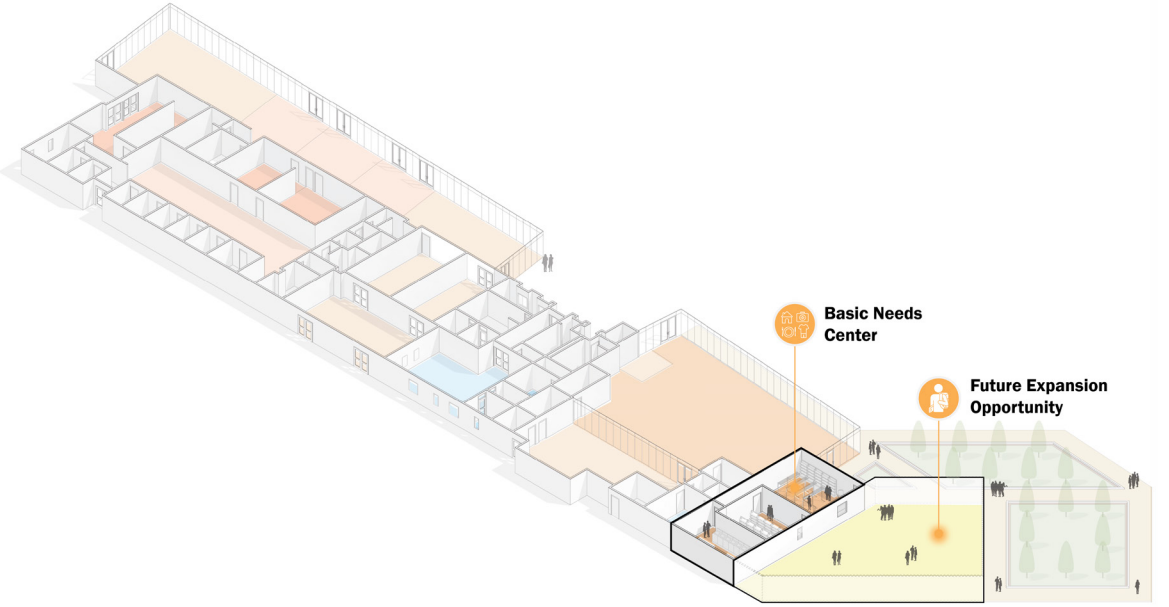
Size:
~1,500 ASF

Building Programs:
Basic Needs Center

- Clothing Closet
- Food Pantry
- Barbershop
- Laundry

Within the space being vacated by Campus Police, a new basic needs center will be created that consolidates and co-locates the food pantry, barbershop, and laundry services into a single point on campus. The program may require an addition to the building, as these programs grow in demand and serve a growing student population. A separate entrance to the center should be considered on the south end of the building for both privacy and convenience.





Note: This is an illustrative, conceptual design for the Lois Carson Campus Center, not a final design.

EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Centralizes and expands student services within Lois Carson Campus Center, improving communication and access
- Creates spaces to support inclusivity, equity, anti-racism, and human sustainability

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials

GUIDING PRINCIPLES ALIGNMENT

A Basic Needs Center located in the core of campus supports the student community at large

Addresses a renovation within vacated space that focuses on centralizes student services

Potential for beautification and improvements of exterior spaces directly outside the building





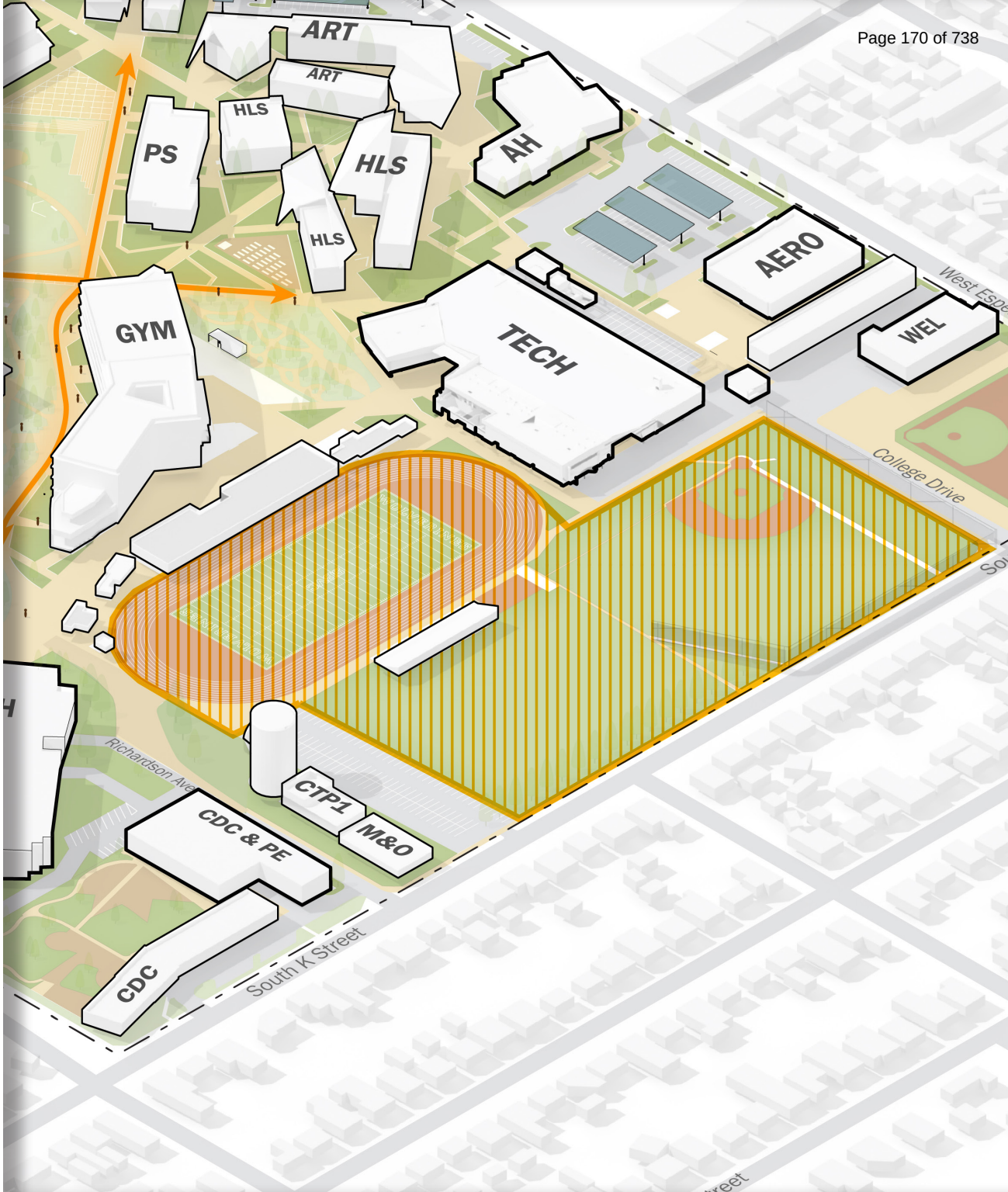
ATHLETIC FIELDS & FACILITIES

Programs:

- Soccer Field
- Baseball Stadium
- Track
- Stadium Field
- Basketball Court Flooring

Several field improvement projects are planned, including converting the fields to turf, extending the use of the facilities, and increasing the safety of the student-athletes. Fields impacted are the baseball stadium, soccer field, and the field within the stadium. In addition, the track will be resurfaced.

Additionally, the two basketball courts located in the Gymnasium Building will need the flooring replaced. Currently, the material of the flooring requires maintaining a certain humidity in the space 24/7, leading to an inefficient use of energy.



EDUCATION PLAN ALIGNMENT

- Facilities that support student well-being also promote student success and increases student retention
- Increases student recruitment and enrollment
- Facilities can support and engage the community

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

Athletic facilities invite the community to campus

Addresses key renovation needs for modern field spaces

Field and site improvements contribute to identity and placemaking





ALIGNMENT WITH SUSTAINABILITY PLAN

The 2023 Sustainability Plan outlines goals to guide the operation and development of SBCCD towards a sustainable future. The SBVC Facilities Master Plan aligns with these goals and ensures each project within the Plan furthers the development of a sustainable campus.

Physical investments in buildings, whether through new construction or renovation, improve energy efficiency, indoor water efficiency, and the utilization of sustainable materials. All new buildings will be LEED Gold, Platinum, or Zero Net Energy. Any renovation will consider retro-commissioning, sustainable materials, and building system improvements, where applicable.

The Campus and Community Resource Hub provides the opportunity for photovoltaic shade structures to be incorporated on top of the parking structure, increasing renewables on-site.

Landscape and open space improvements within the Plan play a role in sustainability, as well. The Landscape Master Plan outlines a set of strategies to achieve sustainability goals. These strategies include:

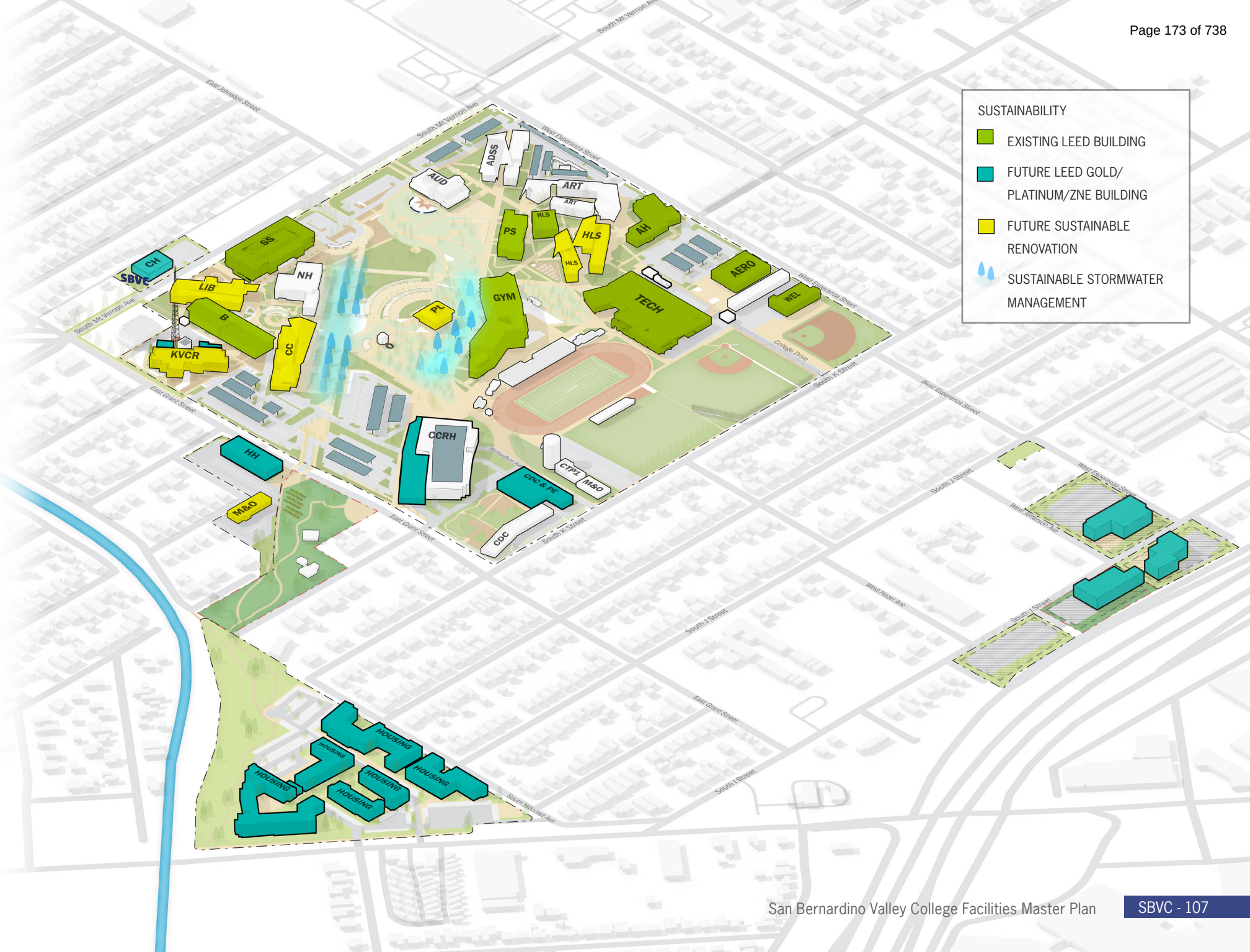
- Reducing the heat island effect through the incorporation of shade structures, a more robust tree canopy, and hardscape limitation
- Treating stormwater run-off with plantings and strategic locations
- Conserving water through improved irrigation and the utilization of native and adaptive vegetation
- Increasing renewable energy through photo-voltaic shade structures in parking lots
- Using locally sourced products
- Encouraging alternate forms of transportation through pedestrian improvements and bike facility expansion
- Promoting on-site food production through a community garden
- Providing the opportunity for living laboratories and educational moments centered around sustainability

Other sustainable initiatives include: EV charging (in alignment with Title 24), electrification of facilities, and reduction of embodied carbon.

EDUCATION PLAN ALIGNMENT

- Expands implementation of efficient and sustainable services and practices
- Promotes well-being for students, faculty, staff, and the broader community




SUSTAINABILITY
EXISTING LEED BUILDING
FUTURE LEED GOLD/ PLATINUM/ZNE BUILDING
FUTURE SUSTAINABLE RENOVATION
SUSTAINABLE STORMWATER MANAGEMENT
SBVC
CH
SS
NH
LIB
B
KVCR
CC
AUD
ADSS
ART
PS
HLS
AH
AERO
WEL
TECH
PL
GYM
CCRH
HH
M&O
CDC & PE
CTP1
CDC
HOUSING
South Mt Vernon Ave
East Johnson Street
West Esperanza Street
East Grant Street
South K Street
College Drive
South J Street
West Hazel Ave
South Hillcrest Ave
West Terrace Ave

PLACEMAKING IN THE EXTERIOR ENVIRONMENT

Placemaking is the process of creating vibrant, welcoming spaces that foster community engagement and connection. Achieved through improved signage and wayfinding, clear entries, enhanced event and gathering spaces, and strong pedestrian pathways, placemaking enhances the student experience and welcomes the community on to campus.

The Landscape Master Plan and the Wayfinding Master Plan are two key (previously developed) plans that are adopted into this Master Plan. Both plans emphasize the importance of connecting the heart of campus to the periphery of campus and creating clear and welcoming entry points on campus.

The Wayfinding Master Plan outlines a system of signage, ranging from gateway signage to entrance signage and digital signage to information hubs and map directories to educational and historical signage. Reference the Wayfinding Master Plan for signage design and location.

Monument signage should be reviewed throughout campus. There should be an effort to incorporate monuments, fountains, and art representing higher education and diverse cultural identities; elements dedicated to Native American, Black and other cultural heritages should be incorporated to reflect the campus' commitment to inclusivity and education.

Clear, welcoming, and intuitive entries and arrival points are central to establish a front door and circulation sequence on campus. In alignment with the Landscape Master Plan, a new main entry, arrival plaza, and drop-off is recommended off of South Mt. Vernon Ave, adjacent to the new Student Services Building. Complimentary to the entrance, new gateway signage that brands the entry corridor into campus is proposed on the newly acquired parcel across South Mt. Vernon. Other entries into campus should be branded with signage, wayfinding, and intuitive streetscape improvements, including along East Grant Street across from the greenway connector, the intersection of South Mt. Vernon and West Esperanza Street, and the entrance to the Campus and Community Resource Hub. Heightened gateways and entries are proposed at the new parcel acquisitions, including the mixed-use site.

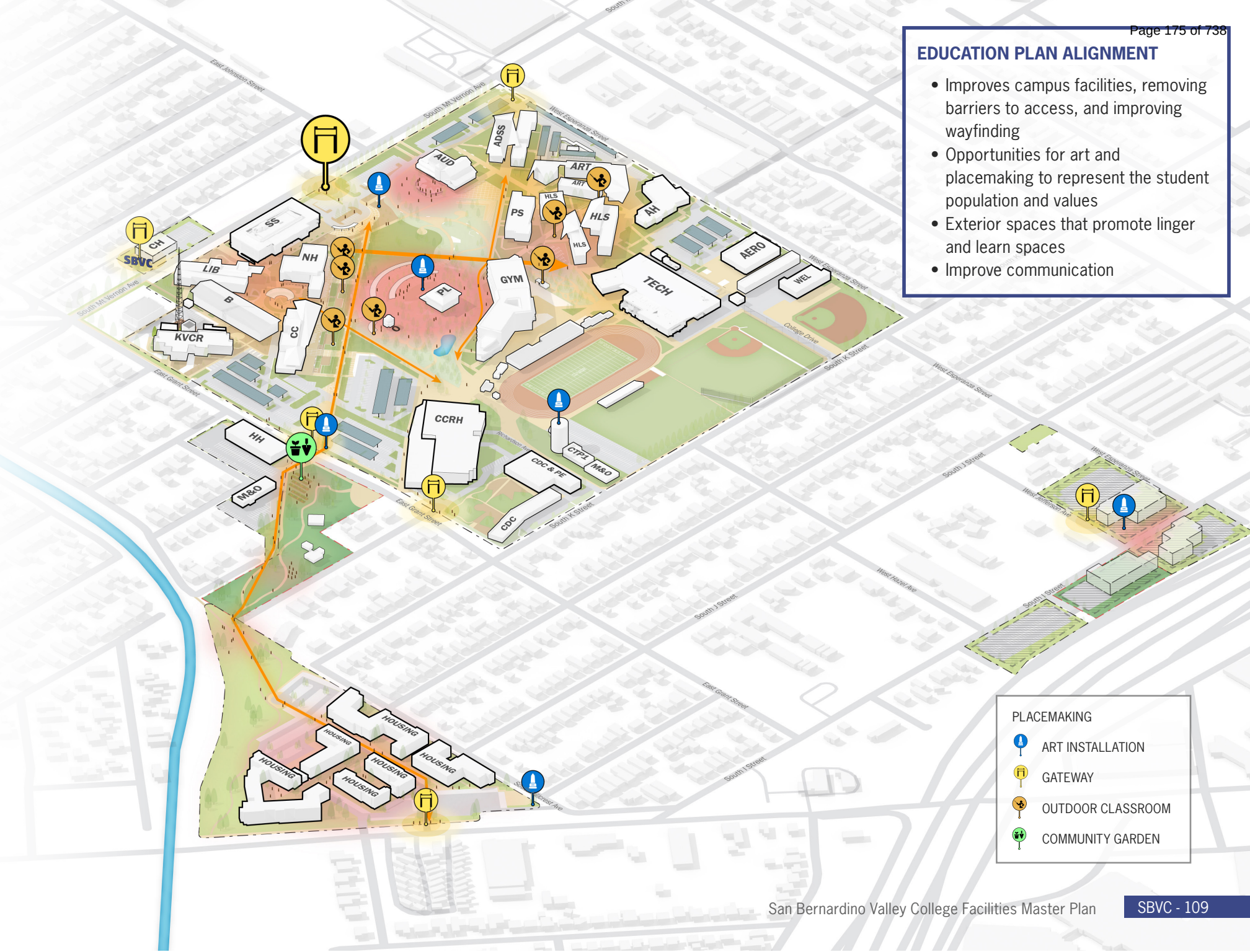
Enhanced pedestrian pathways improve circulation, beautify campus, and create stronger visual and physical connections between areas of campus. Key pedestrian improvements in the Plan include the Fault Line Promenade (proposed in the Landscape Master Plan) and a greenway connector from the mixed-use site to main campus. The Fault Line Promenade is a central spine running through campus that incorporates landscaping, paving, and public art improvements. The Promenade is complimented with gathering spaces, outdoor classrooms, and stormwater treatment gardens alongside it. The greenway connector creates a comfortable, welcoming, and beautiful circulation route between the mixed-use site and campus. Along with landscaping, paving, lighting, and artwork, there are opportunities to program the connector, such as with a farmer's market. It provides open space, contributing to well-being of students, faculty, staff, and residents. The connector includes a prominent, branded crosswalk across East Grant Street, solidifying the connection to main campus and creating a safe environment for pedestrians.

With the right design, the exterior environment can serve as a prime venue for event and gathering space. The Plan recommends and supports improvements to a variety of outdoor event spaces highlighted by the Landscape Master Plan, including the Greek Theater (see pages 98-99), the Event Lawn, and the Auditorium Plaza, and the Arts Grove.

Campuswide, the Landscape Master Plan outlines outdoor classrooms, stormwater gardens, educational gardens, including the Geology Garden, and solar shade structures. These projects create identity, vibrancy, and multi-purpose uses of outdoor space.

EDUCATION PLAN ALIGNMENT

- Improves campus facilities, removing barriers to access, and improving wayfinding
- Opportunities for art and placemaking to represent the student population and values
- Exterior spaces that promote linger and learn spaces
- Improve communication



ACTIVE LEARNING CLASSROOM RETROFITS

Active learning spaces are dynamic, flexible environments designed to promote student engagement and collaboration. These spaces are crucial for fostering innovative thinking, enhancing learning outcomes, and preparing students for real-world challenges.

Designing for active learning requires providing sufficient square footage per seat to allow for flexible furniture arrangements, and technology that supports informal teaching styles and collaboration. Currently, SBVC averages 20.6 square feet per seat in classrooms, which is approximately the state standard of 20 square feet per seat. While some classrooms will retain a more traditional, passive layout, the College should consider increasing to 25 square feet per seat in new classrooms and campus-wide renovations. This adjustment would raise the average, fostering a richer, more versatile instructional environment.

The 2020 District Standards and Campus Guidelines outline recommended interior design standards and layouts for classrooms, including traditional, flexible, active, computer and lecture-based. These standards should guide future classroom designs.

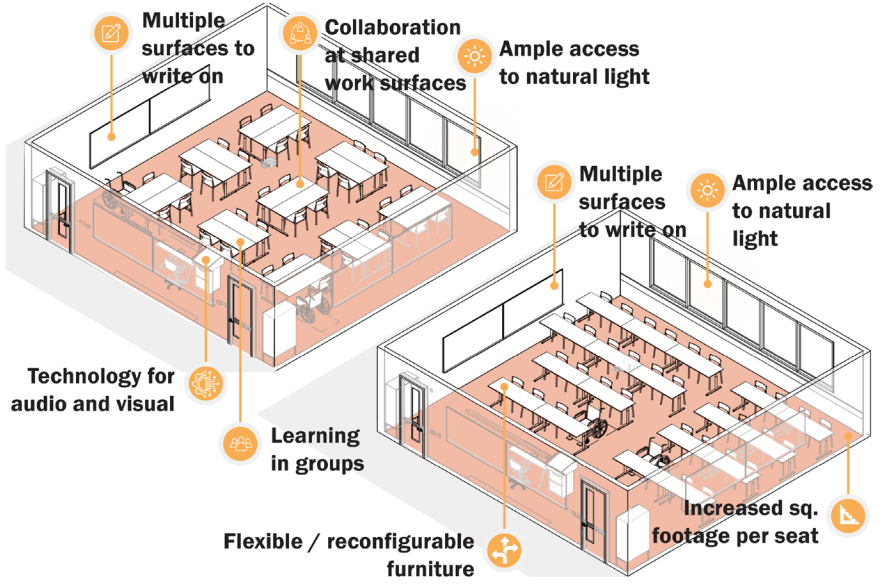
With the projects outlined in Phase 00, such as Aeronautics, Allied Health, and the Student Services Building, 10 classrooms can be designed for active learning. After these classrooms are implemented, there is an opportunity to look at the remaining 71 classrooms and determine a plan for future renovations and retrofits. North Hall, the Business building, Health and Life Sciences and Physical Sciences hold the largest concentration of existing classrooms and would be key buildings to implement a classroom refresh.

In addition to active learning design, SBVC can utilize classrooms more efficiently by increasing the times in which classes are offered and aligning classroom size to the course schedule. Currently, classroom use peaks from 10 am - 12 pm Monday through Thursday. There is an opportunity to increase afternoon courses and increase offerings on Fridays.

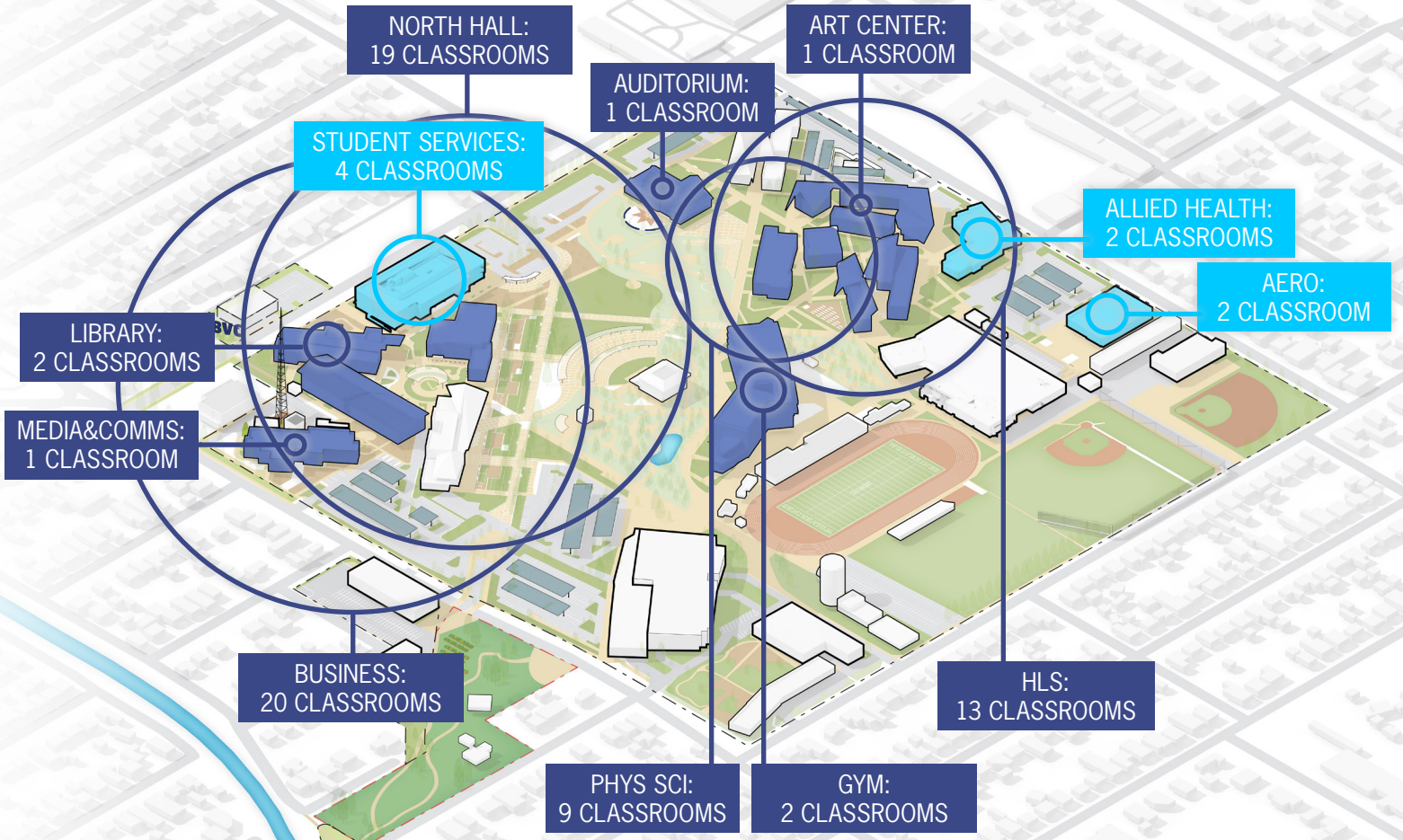
As future classrooms are designed, the size of classrooms should also consider the enrollments in the course schedule. Movable walls and reconfigurable furniture provide ways to create room flexibility for use and size.

EDUCATION PLAN ALIGNMENT

- Creates spaces that provide flexibility for different teaching modalities
- Enhances well-being and engagement for students and faculty
- Expands access to resources
- Improves communication



Note: This is an illustrative, conceptual design for learning spaces, not a final design.



CLASSROOMS

*BUBBLES SIZED BY ASF

PHASE 00

EXISTING

VEHICULAR CIRCULATION & PARKING

The existing campus is currently strained by a lack of parking. The Plan aims to alleviate the parking needs by adding over 530 spaces. In addition to adding spaces, adjustments in course scheduling to alleviate parking during peak hours is another strategy SBVC can study further.

The Campus and Community Resource Hub is a key project to build parking vertically, maximizing the use of the land. The following projects will impact parking counts on campus to meet the estimated **demand of 1,757 spaces by 2033**:

- The impacts of the Campus and Community Resource Hub and the new CDC and PEC will provide a net ~275 spaces
  - Builds ~690 spaces
  - Removes ~412 spaces (lot 8, and a portion of lot 9, and CDC lot)
- A new lot adjacent to the soccer field will add ~105 spaces
- Lot 1 will be removed in Phase 00, but ~20 spaces will be added back with the redesign of the entry and drop-off
- The Hospitality Hub, Community Hub, and M&O repurpose site will add ~140 spaces
- The mixed-use site south of main campus will add an undetermined amount of spaces to support the uses developed
- The newly acquired parcels east of campus can be surface lots in the short-term and will eventually provide parking to support the new buildings developed in the long-term

Additional circulation improvements include a new drop-off area at the entry along South Mt. Vernon Avenue. A designated place for rideshare and visitor drop-off will create a more intuitive arrival point. Wayfinding can be more direct to serve this area, creating a more intuitive experience coming onto campus. Additionally, EV charging will be implemented in alignment with Title 24. PV shade structures will be implemented over parking lots, in alignment with the Landscape Master Plan.

EDUCATION PLAN ALIGNMENT

- Improves campus facilities by removing barriers to physical access
- Promotes safety and well-being for students, faculty, and staff
- Expands implementation of sustainable practices

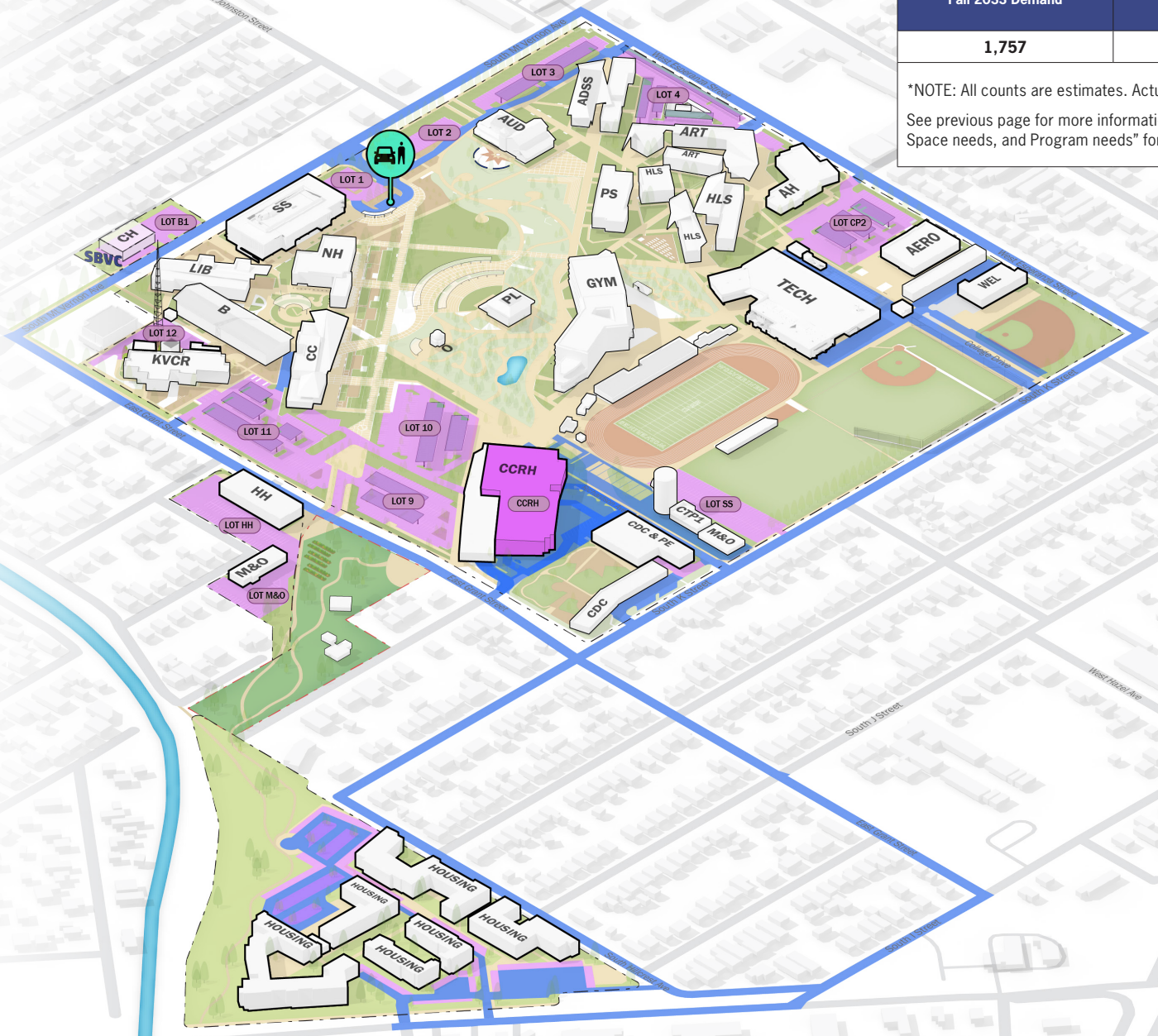
Parking Lot	Phase 00 Spaces	FMP Vision Spaces*	Notes
Lot 1	-	20	Area around new drop-off will contain some parking spaces.
Lot 2	45	45	
Lot 3	70	70	
Lot 4	105	105	
Lot CP2	132	132	
Lot 8	298	-	Demolished as a part of the CCRH construction.
Lot 9	232	128	A portion demolished as part of the CCRH construction.
Lot 10	160	160	
Lot 11	138	138	
Lot 12	24	24	
College Dr.	20	20	
Eureka Ave.	9	9	
CDC	10	-	Demolished as a part of the CDC & PEC construction.
CCRH	-	690	Added in Facilities Master Plan Vision.
Lots: B1, HH, M&O	-	140	Added in Facilities Master Plan Vision.
Lot SS (Swing Space)	-	105	Added in Facilities Master Plan Vision.
Acquired Parcels**	-	265	Acquired parcels can provide additional surface lots. Estimated amount with development of site.
TOTAL	**1,243**	**1,786 - 2,051***	**Range highlights total with and without acquired parcels.

*NOTE: All counts are estimates. Actual counts will be determined at time of project design.

Fall 2033 Demand	Supply (Phase 00)	Supply (FMP Vision)*
1,757	1,243	1,786 - 2,051

*NOTE: All counts are estimates. Actual counts will be determined at time of project design.

See previous page for more information on the supply. See page 74 in "Guiding Principles, Space needs, and Program needs" for more information on the demand.





VEHICULAR CIRCULATION

- ROADWAY
- PARKING
- PRIMARY DROP-OFF

INFRASTRUCTURE AND SAFETY

EDUCATION PLAN ALIGNMENT

- Improves campus facilities by removing barriers to physical access
- Promotes safety and well-being for students, faculty, and staff
- Expands implementation of sustainable practices

The following outlines utilities and infrastructure findings and recommendations. The full Utility Infrastructure Master Plan can be found in the Appendix.

CHILLED WATER SYSTEM & HOT WATER SYSTEM

Overall System

A review of the loads added as part of the proposed facilities revealed that the buildings added another 630 GPM to the loop for a total of about 2,800 GPM. This increases the total required system pressure to 185 ft hd. Heat recovery/air cooled chillers shall be installed in the North Central Plant at the end of the life cycle of existing boilers, Mixed-Use Housing Site, Hospitality Hub, Campus and Community Resource Hub, and the Parent Ed/CDC Building to meet the anticipated future chilled water and heating hot water campus loads.

Considering the overall increase in system pressure, the operation of the secondary pumps at the central plant should be re-evaluated and considered for replacement with pumps capable of providing a greater pressure differential. Adding booster pumps at selected connected buildings should also be evaluated as an alternative to replacing the Central Plant secondary pumps. Utilizing booster pumps as needed will save overall pumping energy.

A review of the capacities at the central plant revealed that the plant also appeared to be operating close to its maximum capacity. When future loads come on, the campus loop will require additional chiller capacity for redundancy in meeting the campus load and additional flexibility. Adding a heat recovery/air cooled chillers at each of the proposed buildings which already have built in infrastructure connections to the campus CHW loop will provide additional chiller capacity and provide required redundancy. The addition of heat recovery chiller (through use of waste heat) will also minimize gas usage and reduce overall greenhouse gas emissions.)

Hot Water System

In order to meet the increased cooling demands of the campus, Heat Recovery Chillers should be installed at the existing North Satellite Central Plant heating hot water at the end of the life cycle of existing boilers. This will augment the overall chilled water capacity of the campus loop system and provide heating for all the buildings on the North Satellite Central Plant HHW network.

Campus should continue to utilize local boiler plants at the existing buildings and transition to a heat recovery chiller/air source heat pump system at the end of the useful life of these boilers. In addition, campus should install heat recovery chillers/air source heat pumps to provide space heating in all new proposed buildings.

The following are recommendations for improvements to the hot water system to accommodate future development:

- Due to the significant cost of implementing a central heating hot water system and campus wide distribution piping and the limited savings that would result, the recommendation is to continue providing distributed systems within each building or complex of buildings.
- Interviews with campus facilities staff indicated that no regular water treatment service contract is in place for the local heating hot water plants at the buildings. Due to poor water quality, it is highly recommended that the campus engage a water treatment vendor to regularly maintain

a chemical treatment program for each of the HHW hydronic loops.

Campus should continue to utilize local boiler plants at the existing buildings and transition to a heat recovery chiller/air source heat pump system at the end of the useful life of these boilers. In addition, campus should install heat recovery chillers/air source heat pumps to provide space heating in all new proposed buildings.

ELECTRICAL

An evaluation of the existing electrical system currently serving the campus revealed that the existing electrical infrastructure is in good condition. An evaluation of the existing loads revealed that feeders '1' through '4' capacities are of adequate capacities to support existing and future planned facilities. Based on load calculations, an estimated overall demand of approximately 00kVA is anticipated for the campus. The existing switchgear and 5kV distribution system is sized adequately to serve the present demands and meet the future growth of the campus.

RECOMMENDATIONS

Chilled Water & Hot Water Systems

- Utilize local boiler plants at the existing buildings until the end of their useful life and then transition to a heat recovery chiller/air source heat pump system at the end of the useful life.
- Re-evaluate the operation of the secondary pumps at the central plant and consider replacement with pumps capable of providing a greater pressure differential.
- Consider adding booster pumps at selected connected buildings as an alternative to replacing the Central Plant secondary pumps.
- When future loads come on, after Phase 00, the campus loop will require additional chiller capacity for redundancy in meeting the campus load and additional flexibility.
- Add a heat recovery/air cooled chillers at the existing North Satellite Central Plan at the end of the life cycle of existing boilers.

In addition, an evaluation of the existing system revealed that the existing system provides limited redundancy because of its configuration: primary selective configuration. Few buildings are equipped with selector switches that enable isolation and transfer of building to the redundant feeder, however most of the buildings on campus are fed from radial feeders originating from t-bodies inside manhole, providing no redundancy to the buildings. Since the campus operates and maintains the 5kV switchgear and the electrical distribution system, the campus requires an electrical system that must provide (a) Improved system reliability (b) ease of maintenance and isolation of circuits either during a fault or during a regular maintenance without interrupting power to every building on campus (c) be sized to accommodate existing loads and planned future loads resulting from new buildings addition as well as additions to existing buildings (d) be well coordinated to eliminate nuisance tripping of upstream protective devices (e) have all equipment listed for the short circuit availability at the point of installation.

An evaluation of the capacities of the existing feeders revealed that the feeders are adequately sized to support the future planned facilities at the campus.

The following recommendations are proposed:

- Provide new 15kV switches close to each proposed building to enable isolation of feeders during a fault condition and for ease in undertaking maintenance work.
- Replace ageing existing 5kV medium voltage feeders routed as part of the underground distribution system. While majority of the medium voltage cable has been recently replaced in 2010 and is in good condition, some portions of existing medium voltage feeders are old and at the end of their useful life. We recommend a partial discharge test/ tan delta test be conducted on the existing medium voltage cables to determine any cables that have deteriorated over the years and replace the same with new 8kV, 3#350kcmil, EPR conductor cables.
- Provide sub metering at each building to monitor demand at each building.
- Relocate existing lines that are in conflict with existing buildings.
- Additional infrastructure to isolate specific buildings and connect them to the microgrid. Microgrids are self-contained electric grids that can provide round-the-clock energy for a limited time and can operate both while tied to the larger grid and while separated (“islanded”) from it.

In order to provide the campus with redundancy and the capability of scheduling maintenance on high voltage equipment without interrupting power to the campus, a primary selective system is recommended. Primary Selective system would provide the campus with the ease of isolating faults within the campus distribution system and minimize power interruptions to the buildings during maintenance on the medium voltage distribution system.

NATURAL GAS

A large portion of the gas distribution is steel piping. It is recommended to upgrade this piping to PE piping for extended life expectancy. Additionally, it was observed that several buildings on campus lack earthquake valves. To meet current code requirements, earthquake valves should be installed on the gas feeds serving following buildings: Art Center, Auditorium, Liberal Arts, Planetarium, North Hall, Physical Sciences, Technology, Power Station, and Football Building.

It is recommended to install sub-meters on the following buildings to provide better monitoring of the campus gas loads: Planetarium, Physical Sciences, CDC, Lois Carson Campus Center, and the Book Store.

The following recommendations are proposed to serve the proposed buildings:

- Relocate existing lateral serving the HLS building to avoid conflict with the PATH 2 building footprint
- Install new high-pressure gas lines to connect the PATH 2 buildings to the relocated gas lateral
- Relocate high-pressure gas line under proposed Hospitality Hub to avoid conflict with the PAC building footprint
- Relocate high-pressure gas line serving the Liberal Arts, Library, North Hall and Business buildings to avoid conflict with the proposed SS/INST building footprint
- Demolish existing high-pressure branch serving the LA building

RECOMMENDATIONS

Electrical

- Provide new 15kV switches close to each proposed building.
- Replace aging existing 5kV medium voltage feeders routed as part of the underground distribution system. While majority of the medium voltage cable has been recently replaced in 2010 and is in good condition, some portions of existing medium voltage feeders are old and at the end of their useful life. We recommend a partial discharge test/tan delta test be conducted on the existing medium voltage cables to determine any cables that have deteriorated over the years and replace the same with new 8kV, 3#350kcmil, EPR conductor cables.
- Provide sub metering at each building to monitor demand at each building.
- Implement a primary selective system.
- Additional infrastructure to isolate specific buildings and connect them to the microgrid

Natural Gas

- Upgrade piping to PE piping and install earthquake valves.
- Install sub-meters.
- Relocate existing lateral serving the HLS building.
- Install new high-pressure gas lines to connect the PATH 2 buildings to the relocated gas lateral.
- Relocate high-pressure gas line under proposed Hospitality Hub.
- Relocate high-pressure gas line serving the Liberal Arts, Library, North Hall and Business buildings.
- Demolish existing high-pressure branch serving the LA building.

SEWER

There are no sewer issues at this time. The recommendations include extension of the sanitary sewer system to serve proposed buildings presented in the Master Plan; and removal and relocation of existing sanitary sewer service mains and laterals serving existing buildings planned to be demolished to provide a clear site for future development. Although no problems currently exist, the VCP main should undergo a CCTV camera scan to determine the condition of the line.

STORMWATER

The following best management practices are recommended:

- Each future building project should prepare a WQMP per the City of San Bernardino template in order to document all project related BMPs and mitigation measures.
- LID strategies should be incorporated with future development where feasible.
- New projects should look for ways to decrease impervious area and decrease run-off.
- The campus storm drain collection system should be inspected and cleaned on a regular maintenance schedule. This will identify potential issues and identify needs, repairs, and improvements before they become larger problems.

With further analysis SBVC could consider treating storm water runoff from some of the future building sites in a regional fashion, such that some BMPs could be shared. A complete Storm Water Management Plan could refine the existing and future hydrology of the campus and incorporate BMPs based on the hydrology and hydraulic characteristics.

Since all of the future buildings are either replacing existing buildings or parking lots the future runoff is not expected to increase appreciably, since the impervious area is relatively the same.

WATER

Recommendations include providing new services to proposed buildings and re-routing water lines that conflict with proposed buildings as depicted in the Master Plan and the following:

- SBVC should coordinate with SBMWD staff to ensure that credit is given whenever existing water meters to be abandoned or relocated. New acquisition services charge should not be applied since some buildings are being replaced in kind, such as the Gymnasium and the Technical Building.
- Each future building should have a dedicated fire service and a separate domestic/ irrigation service to minimize acquisition charges which are based on the size of the meter or service.
- Install sub-meters on any irrigation services which are cross-connected to domestic meters.
- Investigate FW-3, FW-7, FW-11 and FW-13 to determine if illicit cross connections have occurred from these fire services.
- Abandon POC# FW-7 and DW-13 when the existing Technical (T) building is demolished.

It should be noted that the analysis assumes that the existing campus square footage will be maintained and that existing utilities are in adequate condition and maintained. In the case that the individual proposed building designs yield larger flow rates than presented herein, it is recommended that the college re-evaluate the data analysis and update the findings.

RECOMMENDATIONS

Sewer

- Extend the sanitary sewer system to serve proposed buildings and realign existing lines that conflict with future buildings.
- VCP main and gravity line systems should undergo a CCTV camera scan to determine the condition of the line.
- Remove and replace two existing grease interceptors in kind.

Stormwater

- Prepare a WQMP per the City of San Bernardino template for future projects
- Incorporate LID strategies in future development
- Decrease impervious area and decrease run-off.
- Inspect and clean the campus storm drain collection system on a regular maintenance schedule.
- Consider treating storm water runoff from some of the future building sites in a regional fashion, such that some BMPs could be shared.
- Complete Storm Water Management Plan.

Water

- Provide new services to proposed buildings and re-route water lines that conflict with proposed buildings.
- Coordinate with SBMWD staff to ensure that credit is given whenever existing water meters are abandoned or relocated.
- Install dedicated fire service and a separate domestic/ irrigation service for future buildings.
- Install sub-meters on any irrigation services which are cross-connected to domestic meters.
- Investigate FW-3, FW-7, FW-11 and FW-13.
- Abandon POC# FW-7 and DW-13.
- Provide sub-meters to all buildings.
- Separate irrigation from domestic usage.
- Convert water system from public to private within campus.

TECHNOLOGY & TELECOMMUNICATIONS

A list of the individual recommendations for each building was developed and can be referenced in the Appendix report. Some of the overall recommendations include cleaning out the IT server rooms, providing additional protection for the fiber and copper infrastructure (within the racks and on the backboards) and addressing room temperature in some of the outlying rooms that do not currently have controlled temperature environments. Additionally, there is a need for the following, campus-wide:

- Replace the VoIP voice system as it's nearing the end of its useful life
- Replace Modular UPS unites located in IDF rooms as they are nearing the end of their useful life
- Complete a wireless upgrade study and project to enhance WiFi throughout campus
- Evaluate cellular wireless coverage
- Create an IDF room to serve areas where IT cabinets exist
- Implement redundant and diverse backbone feeds at each building's main IT room or Building Distribution Frame
- Repair/replace damaged fiber infrastructure
- Provide dual fiber redundancy for each building
- Employ single mode fiber for the fire alarm system in all buildings

The campus telecommunications infrastructure has been updated within the last 5 years; a fiber infrastructure (Air Blown) has been installed to support the campus network services. Some of the fiber is not installed within an enclosure and some of the fiber is loosely installed on the backboard and in the server racks. It is recommended that each fiber location have an enclosure and fiber cable protection, in order to minimize damage.

Fiber panels in most of the rooms were labeled with a few exceptions – some of the fiber panels were missing covers – fiber dust covers were missing – some if the jumper cables outside of the wire managers need to be supported. The majority of the fiber jumpers were loosely dressed into the wire management with little to no protection.

Most of the existing copper cabling not in use, was removed and cleared from the server rooms and conduits feeding the server rooms when the fiber infrastructure was installed. Although a new fiber infrastructure has been installed throughout the campus, it is recommended that the fiber cables not in use, are periodically tested to ensure that they are in good working condition for all future expansion. Some of the copper feed cabling used for interbuilding infrastructure has been abandoned and should be removed from the backboards and conduits.

A recommendation for all IDF rooms and closets would be additional cable protection around some of the main fiber distribution patch cables; innerduct or wire management can be used to better protect the fiber patch cabling going from the termination points into the network switch. Wire management with covers should help reduce some of the cluttered patching. Most closets or racks were lacking vertical wire management.

Most of the larger IDF's still have rack mounted UPS units; these units should be removed and disposed of if not in use.

RECOMMENDATIONS

Technology & Telecommunications

- Clean out the IT server rooms, providing additional protection for the fiber and copper infrastructure and addressing room temperature.
- Replace the VoIP voice system as it's nearing the end of its useful life.
- Replace Modular UPS unites located in IDF rooms as they are nearing the end of their useful life.
- Complete a wireless upgrade study and project to enhance WiFi throughout campus.
  - Increase wireless coverage inside buildings to eliminate dead zones.
  - Expand outdoor wireless coverage to support connectivity across campus grounds.
  - Extend wireless access to parking lots for added coverage and convenience.
- Evaluate cellular wireless coverage.
- Create an IDF room to serve areas where IT cabinets exist.
- Implement redundant and diverse backbone feeds at each building's main IT room or Building Distribution Frame.
- Repair/replace damaged fiber infrastructure.
- Employ single mode fiber for the fire alarm system in all buildings.
- Ensure that each fiber location have an enclosure and fiber cable protection, in order to minimize damage.
- Test the fiber cables not in use, to ensure that they are in good working condition for all future expansion.
- Remove the copper feed cabling used for interbuilding infrastructure has been abandoned from the backboards and conduits.
- Remove rack mounted UPS units that are not in use.
- Relocate existing lines that are in conflict with proposed buildings
- Dedicate all server rooms to cabling and network equipment, no other storage.
- Address priority rooms to keep networks functioning; some of the priority rooms include the Administration - #AD100F, CTS and CSB.
- Install new conduit and media infrastructure from the nearest manhole for proposed buildings.
- Upgrade SC fiber panels to LC connectors to meet current standards.
- Replace outdated MultiMode fiber between the CSB and other buildings with SingleMode fiber. Coordinate with M&O to ensure fire alarm systems are compatible with SM fiber.
- Install centrally monitored temperature and moisture sensors to protect equipment from environmental damage.
- Resolve reoccurring AC issues in network closets, particularly in the gym, to prevent overheating.
- Replace network switches every seven years to maintain performance and reliability.
- Upgrade wireless access points every five years to keep up with technological advancements and growing demands.
- Replace the existing generator, UPS, Fire Suppression and HVAC units serving the existing CSB building.
- Replace existing network infrastructure in KVCR building at the end of its life cycle. For KVCR building renewal projects, refer to the Facilities Condition Assessment in the Appendix.
- Renovate CSB, prioritizing roof replacement; refer to the Facilities Condition Assessment in the Appendix for further building renewal details.

SAFETY & SECURITY

Safety and security is critical for student success and community well-being. SBVC completed a "Physical Security Assessment" in 2022 to assess existing physical security systems and provide recommendations for improvements to support safety. This Master Plan supports the implementation of the recommendations from the 2022 Assessment. Recommendations from the Assessment include standardizing video surveillance system, applying an access control platform, deploying intrusion detection, implementing Emergency phones throughout campus, deploying a mass notification system, and planning for integration of systems. More detailed information regarding these recommendations can be found in the 2022 report.

Additionally, the fire alarm systems shall be investigated for trouble and alarm signals; corrective actions should be taken to eliminate these signals. All fire alarm systems need to be replaced at the end of their useful life. Fire alarm systems comprising of fire alarm control panel, initiating and indicating devices shall be provided per current codes applicable at the time of replacement and shall be standardized through out the campus.

RECOMMENDATIONS

Safety & Security

- Implement the Brivo and Eagle Eye video management system across campus.
- Deploy cameras during new construction and remodel efforts.
- Select an access control platform and deploy across new construction and remodel efforts.
- Implement the current District standard security system to supplement security at high-value or sensitive areas.
- Implement Emergency phones throughout campus; they may be configured as technology hubs with mass notification speakers, WiFi and Health Check Kiosk.
- Deploy interior Atlas clock/speakers and exterior PA speakers for mass notification coverage over the campus.
- Plan for integration of systems.
- Investigate and fix fire alarm systems - campus-wide.
- Replace fire alarm systems within buildings at the end of their useful life.

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SBVC5

IMPLEMENTATION PLAN



PROJECT PHASING

The Implementation and Phasing Plan, developed in collaboration with College leadership, considered various factors such as prioritization, sequencing, swing space requirements, cost assumptions, and funding opportunities. Rather than being prescriptive, the phasing plan offers a flexible framework for implementing the overall strategy. It is driven primarily by academic program needs, community needs, and addressing infrastructure needs. The outlined timeframes indicate when projects are likely to begin, based on the prioritization of needs and the availability of resources.

PHASE 00 PROJECTS (IN PROGRESS - 2028)

PROJECTS CURRENTLY UNDER CONSTRUCTION, IN DESIGN AND/OR FUNDED.

	Project	Project Type	Demolition (GSF)	Renovation (ASF)	New (GSF)
1.	CAREER PATHWAYS 1 - TECHNICAL BUILDING	NEW CONSTRUCTION	-	-	114,897
2.	STUDENT SERVICES BUILDING	NEW CONSTRUCTION	-	-	102,691
3.	CAREER PATHWAYS 2 - AERONAUTICS BUILDING	NEW CONSTRUCTION	-	-	24,765
4.	CAREER PATHWAYS 2 - ALLIED HEALTH BUILDING	NEW CONSTRUCTION	-	-	40,346
5.	CAREER PATHWAYS 2 - WELDING BUILDING	NEW CONSTRUCTION	-	-	10,000
6.	SOFTBALL FIELD	NEW CONSTRUCTION	-	-	1,561
7.	ADMINISTRATION BUILDING AND LOIS CARSON CAMPUS CENTER REPURPOSE	RENOVATION	-	17,400 and 2,900	-
8.	OLD CENTRAL PLANT REPURPOSE	RENOVATION	-	600	-
9.	APPLIED TECHNOLOGY BUILDING (PART OF CAREER PATHWAYS 2 PROJECT)	DEMOLITION	78,100	-	-
10.	LIBERAL ARTS BUILDING (PART OF STUDENT SERVICES BUILDING PROJECT)	DEMOLITION	39,400	-	-
11.	INFRASTRUCTURE UPGRADES*	CAMPUS-WIDE	-	-	-

*Infrastructure and additional projects include:

- Campus-wide Roof Replacement
- Biology Garden Expansion
- Landscape Master Plan
- Wayfinding Master Plan
- EV Charging Stations
- Old Central Plant Repurpose
- Campus-Wide Utility Upgrades
- Observatory Investigation
- Marque Replacement
- Fiber Updates
- Irrigation Controller Replacement
- Campus-wide Security Migration
- Gym Lobby Flooring
- Retro-Commissioning
- New Scoreboard at Baseball/ Soccer Field
- Planetarium HVAC Replacement
- PS & HLS Mechanical Improvements
- Perimeter Fencing
- East Wing Mechanical Upgrades

PHASE 00 PROJECTS



PHASE 1 PROJECTS *(PROJECTS PLANNED TO START WITHIN 5 YEARS OF PHASE 00 ENDING)*

Phase 1 projects are **projects prioritized in the Plan,** due to campus needs and the projects' alignment with the Educational Master Plan, student success, and community outreach. Phase 1 projects shown with a blue number can be implemented without complex sequencing; projects with a color other than blue, are bundled and therefore require sequencing or should be completed together.

Planned Priority		Project	Project Type	Size	Unit	Notes
High (except SHS)	A	CAMPUS AND COMMUNITY RESOURCE HUB	NEW CONSTRUCTION	65,000 | 212,000	GSF	Liner building is 65,000 GSF of programmable space; also includes 212,000 GSF garage with 690 parking stalls. Includes front door signage and site improvements.
	B	LOIS CARSON CAMPUS CENTER REPURPOSE - PD AREA	RENOVATION	1,500	ASF	Potential for expansion of building (3,000 GSF)
	C	STUDENT HEALTH SERVICES (SHS)	DEMOLITION	2,400	GSF	Low priority
	D	CAMPUS TECHNOLOGY SERVICES (CTS)	DEMOLITION	4,800	GSF	
	E	PARENT ED. CENTER, SHIPPING & RECEIVING, POLICE STORAGE, WAREHOUSE AND STORAGE BUILDINGS	DEMOLITION	20,300	GSF	
	F	NEW PARKING LOT (FUTURE HOSPITALITY HUB SITE - PARCEL A1)	CIRCULATION	53,000	SF	
	G	PARKING LOTS ON PARCEL ACQUISITIONS (H1C, J1, J2, J3) & SHUTTLE	CIRCULATION	244,600	SF	
Medium	H	CDC & PARENT ED. CENTER BUILDING	NEW CONSTRUCTION	35,000	GSF	
	I	NEW PARKING LOT (SWING SPACE SITE - ADJACENT TO SOCCER FIELD)	NEW CONSTRUCTION	32,200	GSF	This space will serve as swing space (for CDC and other projects as needed) prior to becoming a parking lot
Medium/Low	J	COMMUNITY HUB WITH PARKING	RENOVATION	16,000	GSF	16,000 GSF Building | 15,000 GSF parking lot. Includes gateway signage along South Mt. Vernon Ave.
Medium/Low	K	KVCR ADDITIONS	NEW CONSTRUCTION	7,800	GSF	
Low	L	M&O REPURPOSE	RENOVATION	7,100	ASF	
High	M	GYM FLOOR REPLACEMENT	RENOVATION	25,300	ASF	ASF is square footage of two gymnasiums
Low	N	ATHLETIC FIELDS RENOVATION: BASEBALL AND SOCCER FIELDS	RENOVATION	250,000	SF	
High	O	ARRIVAL DROP-OFF AND ENTRY GATEWAY	CIRCULATION	58,000	SF	Includes a new drop off, parking spaces, special paving, landscaping, front door signage and a drop-off plaza.
Medium	P	WAYFINDING IMPROVEMENTS	EXTERIOR ENVIRONMENT			(e.g. reference Wayfinding Master Plan, review all campus monuments, incorporate monuments, fountains, and cultural arts representing diverse identities, gateway signage - enhance brand at entryways)
High	Q	CAMPUS COHEISION, BRANDING, AND IDENTITY IMPROVEMENTS	EXTERIOR & FACILITY FACADES			(e.g. incorporation of logo and seal across campus facilities, cohesive clusters of consistent architectural facades)
Low	R	EDUCATIONAL GARDENS	EXTERIOR ENVIRONMENT	4	EA	Gardens adjacent to Library, Business, KVCR, and AD (Reference Landscape Master Plan)
High	S	FIRE ALARM SYSTEM UPGRADE	INFRASTRUCTURE			
High/Ongoing	T	RESURFACING ALL PARKING LOTS AND STREETS	CIRCULATION			Where possible, phase with other projects.
High/Ongoing	U	ACCESS CONTROL AND SECURITY MASTER PLAN	INFRASTRUCTURE			(e.g. video surveillance, physical access control, emergency phones, intrusion detection, mass notification, system integration)
High/Ongoing	V	CENTRAL PLANT UPGRADES	INFRASTRUCTURE			(e.g. reevaluate operation of secondary pumps, provide maintenance contracts for chillers, periodic water treatment to prevent piping and cooling towers corrosion, install heat recovery chillers and air source heat pumps for new buildings, boiler replacements in existing buildings based on useful life of boilers)
High/Ongoing	W	TECHNOLOGY INFRASTRUCTURE UPGRADES	INFRASTRUCTURE			(e.g. UPS upgrades/replacement, backbone infrastructure improvements and upgrades, VOIP upgrades, WiFi and cellular network expansion for interior and exterior, HVAC upgrades for MPOE/Data Center/BDF/IDFs, upgrade EMS systems, redundant fiber service to buildings)
High/Ongoing	X	NATURAL GAS PIPING IMPROVEMENTS	INFRASTRUCTURE			(e.g. install earthquake valves, relocate lines that conflict with new buildings, upgrade piping to PE piping, install gas sub-meters)
High/Ongoing	Y	ELECTRICAL INFRASTRUCTURE UPGRADES	INFRASTRUCTURE			(e.g. replacing aging existing 5kV medium voltage feeders, cable testing and replacement of medium voltage cables, provision of medium voltage selector switches, submetering, PV shade structures, isolating and connecting specific buildings to a microgrid)
High/Ongoing	Z	WET UTILITIES UPGRADES	INFRASTRUCTURE			(e.g. relocate existing lines that conflict with new buildings, separate domestic and irrigation water use, privatize campus water system, install water sub-meters, CCTV scan of VCP main and gravity line systems)
High	AA	SOLAR CARPORT + BATTERY MICROGRID SYSTEM	INFRASTRUCTURE			
		10-YEAR DEFERRED MAINTENANCE*	Any project on an existing building should reference the Facilities Condition Assessment (*in Appendix) to couple projects with building maintenance needs.			

PHASE 1 PROJECTS

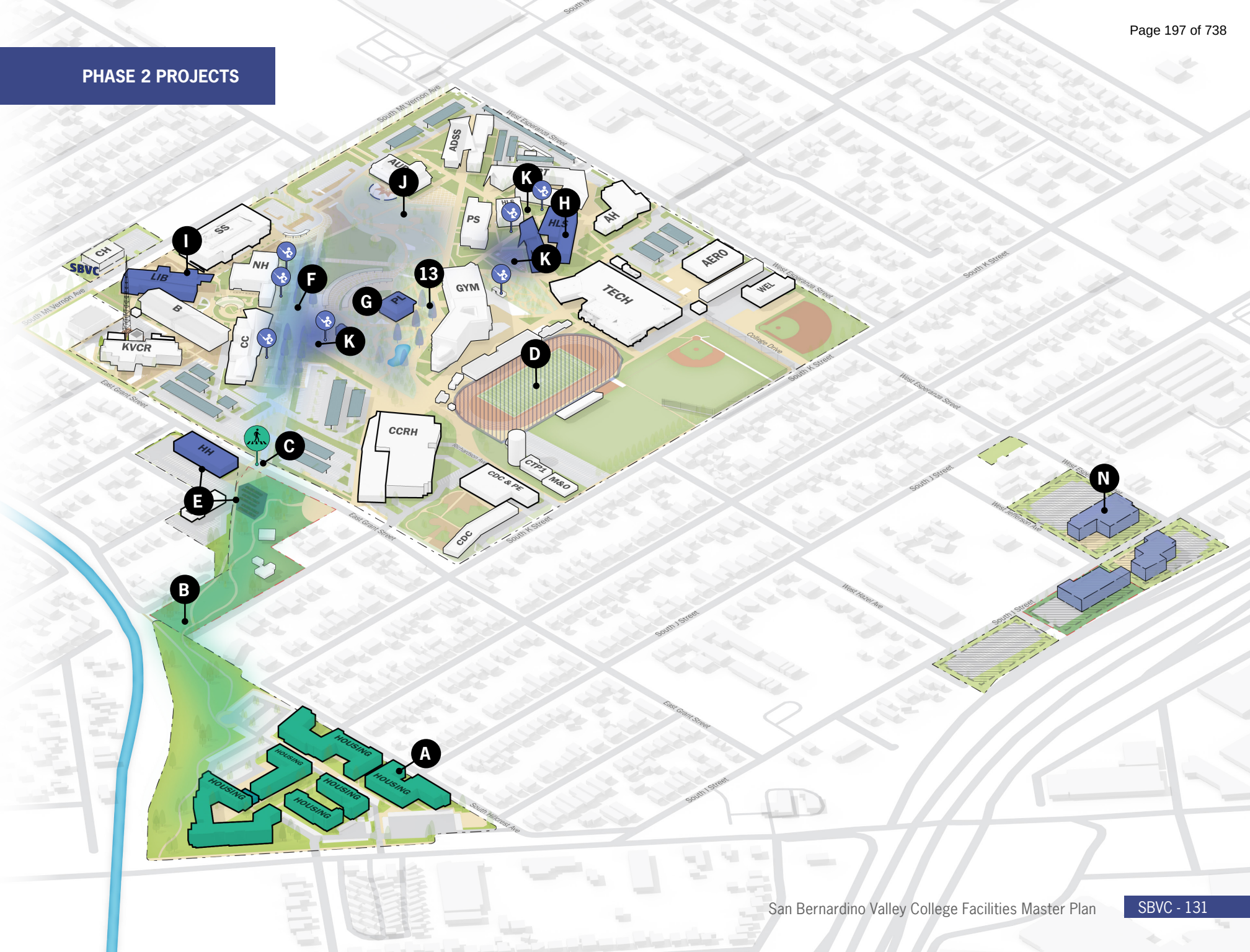


PHASE 2 PROJECTS *(PROJECTS PLANNED TO START WITHIN 10 YEARS OF PHASE 00 ENDING)*

Phase 2 projects are **projects prioritized after Phase 1 projects are complete**. Phase 2 projects shown with a blue number can be implemented without complex sequencing; projects with a color other than blue, are bundled and therefore require sequencing or should be completed together.

Planned Priority		Project	Project Type	Size	Unit	Notes
High	A	MIXED-USE SITE WITH HOUSING	NEW CONSTRUCTION	TBD	GSF	
	B	GREEN CORRIDOR	EXTERIOR ENVIRONMENT	2,350	LF	
	C	NEW STREET CROSSING AND GATEWAY IMPROVEMENTS	CIRCULATION	70	LF	
Medium	D	TRACK RESURFACING AND STADIUM FIELD RENOVATION	RENOVATION	157,000	SF	
Medium	E	HOSPITALITY HUB WITH COMMUNITY GARDEN	NEW CONSTRUCTION	32,000	GSF	
Medium	F	FAULT LINE PROMENADE WITH STORMWATER TREATMENT	EXTERIOR ENVIRONMENT	58,600	SF	(Reference Landscape Master Plan)
High	G	PLANETARIUM, GREEK THEATER, OBSERVATORY, EVENT PLAZA	RENOVATION	4,100 | 53,600 SF	ASF | SF	4,100 ASF includes Planetarium and Observatory | 53,600 SF includes Greek Theater and Event Plaza (See Landscape Master Plan)
Medium	H	HEALTH AND LIFE SCIENCES REPURPOSING	RENOVATION	6,900	ASF	
Medium	I	LIBRARY REPURPOSING	RENOVATION	1,500	ASF	
Medium	J	AUDITORIUM PLAZA AND NORTH OPEN SPACE	EXTERIOR ENVIRONMENT			(Reference Landscape Master Plan)
Low	K	EDUCATIONAL GARDENS	EXTERIOR ENVIRONMENT	3	EA	Gardens adjacent to HLS, Gym, and Greek Theater
Low	L	OUTDOOR CLASSROOMS	EXTERIOR ENVIRONMENT	7	EA	(Reference Landscape Master Plan)
Medium	M	CAMPUS-WIDE ACTIVE LEARNING RETROFITS	RENOVATION			
Medium	N	EAST PARCEL DEVELOPMENT	NEW CONSTRUCTION	TBD	GSF	
High/Ongoing	O	RESURFACING ALL PARKING LOTS AND STREETS	CIRCULATION			Where possible, phase with other projects.
High/Ongoing	P	ACCESS CONTROL AND SECURITY MASTER PLAN	INFRASTRUCTURE			(e.g. video surveillance, physical access control, emergency phones, intrusion detection, mass notification, system integration)
High/Ongoing	Q	CENTRAL PLANT UPGRADES	INFRASTRUCTURE			(e.g. reevaluate operation of secondary pumps, provide maintenance contracts for chillers, periodic water treatment to prevent piping and cooling towers corrosion, install heat recovery chillers and air source heat pumps for new buildings, boiler replacements in existing buildings based on useful life of boilers)
High/Ongoing	R	TECHNOLOGY INFRASTRUCTURE UPGRADES	INFRASTRUCTURE			(e.g. continued upgrades and network equipment refreshes as required)
High/Ongoing	S	NATURAL GAS PIPING IMPROVEMENTS	INFRASTRUCTURE			(e.g. install earthquake valves, relocate lines that conflict with new buildings, upgrade piping to PE piping, install gas sub-meters)
High/Ongoing	T	WET UTILITIES UPGRADES	INFRASTRUCTURE			(e.g. relocate existing lines that conflict with new buildings, separate domestic and irrigation water use, privatize campus water system, install water sub-meters, CCTV scan of VCP main and gravity line systems)
		10-YEAR DEFERRED MAINTENANCE*	Any project on an existing building should reference the Facilities Condition Assessment (*in Appendix) to couple projects with building maintenance needs.			

PHASE 2 PROJECTS



PROJECT SEQUENCING

Project sequencing strategically determines the order in which bundled projects should be initiated and completed, with a focus on minimizing disruptions, managing costs, and ensuring academic program continuity. Some projects require enabling projects, temporary space, or depend on permanent relocations to proceed. While every project in the Facilities Master Plan involves some degree of sequencing, certain projects present more complex dependencies or require significant enabling steps.

The adjacent table outlines the various bundled projects that will be sequenced.

Note: These sequencing plans are subject to change depending on the actual implementation timeline.

PHASE 1:

CAMPUS AND COMMUNITY RESOURCE HUB		
	STUDENT HEALTH SERVICES	DEMOLITION
	PARKING LOTS ON PARCEL ACQUISITIONS	CIRCULATION
	CAMPUS AND COMMUNITY RESOURCE HUB	NEW CONSTRUCTION
	LOIS CARSON CAMPUS CENTER REPURPOSE - PD AREA	EXTERIOR ENVIRONMENT
	PARENT ED. CENTER, SHIPPING & RECEIVING, POLICE STORAGE, WAREHOUSE AND STORAGE BUILDINGS	DEMOLITION
	NEW PARKING LOT (FUTURE HOSPITALITY HUB SITE)	CIRCULATION
	NEW PARKING LOT (SWING SPACE SITE)	CIRCULATION
CDC AND PEC BUILDING		
	CDC AND PEC BUILDING	NEW CONSTRUCTION
	NEW PARKING LOT (SWING SPACE SITE)	CIRCULATION

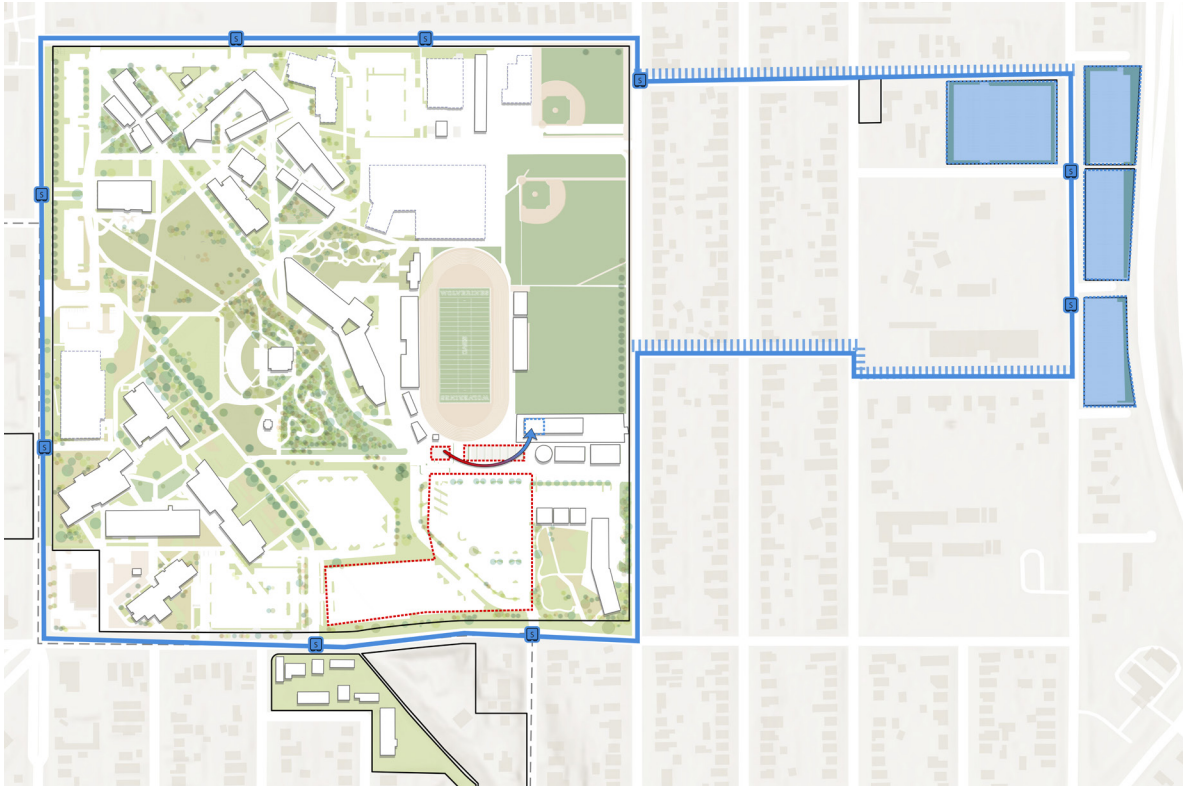
CAMPUS AND COMMUNITY RESOURCE HUB

In order to construct the new Campus and Community Resource Hub, temporary parking will have to open up while the site is under construction. The newly acquired parcels east of Campus (H1a, J1, J2, J3) can be converted to large surface lots and a circulator shuttle can assist in transporting commuters from these lots to Main Campus. Street improvements can also encourage walking to campus (5-10 minute walk). Other options for temporary parking may be explored in relation to field renovations and future parcel acquisitions.

Additionally, Student Health Services (SHS) and CTS will be demolished. Prior to demolition, SHS and CTS can be studied during the design process as potential construction trailers for the project. CTS will already be vacated in the Phase 00 repurpose of AD. Basic Needs in Student Health Services will need to swing into modular swing space set up on the parcel adjacent to the soccer field (this area was used as swing space in Phase 00).

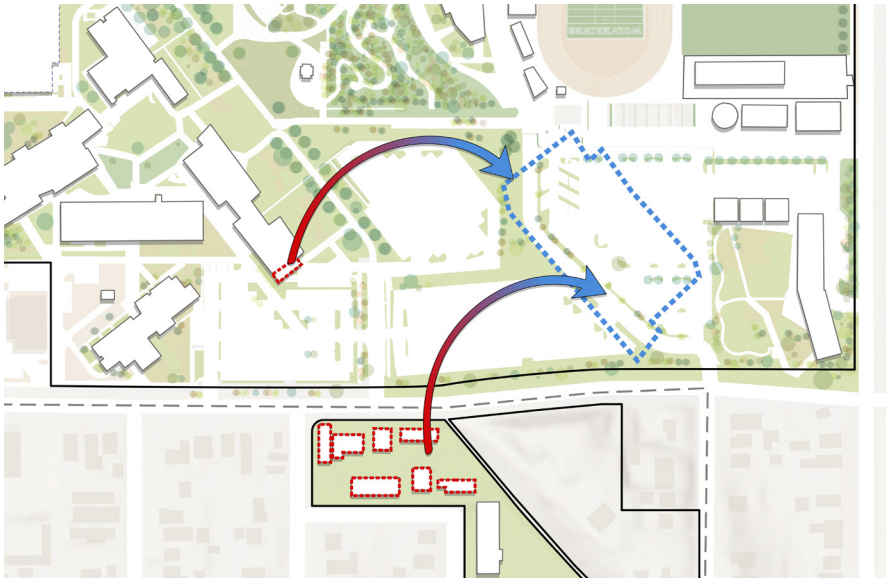
Demolitions

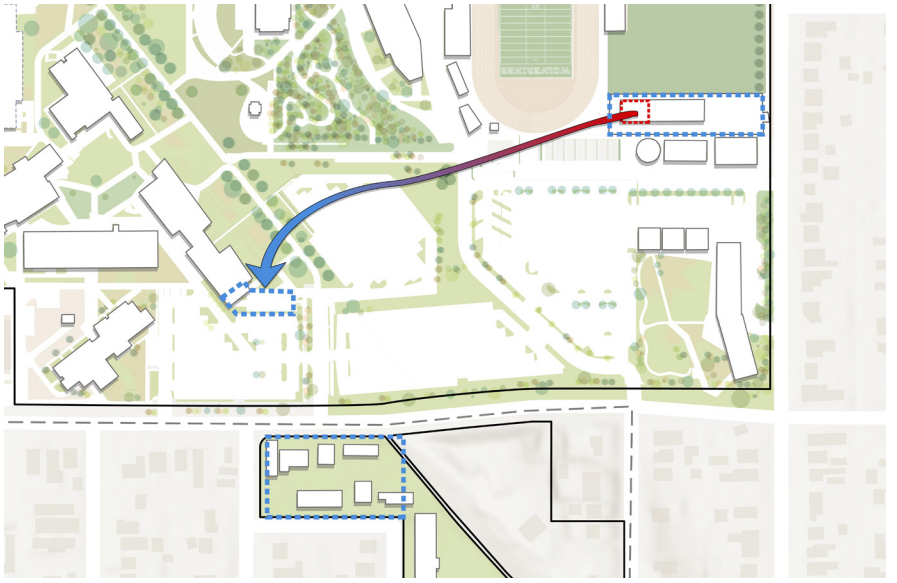
- SHS
- CTS
- Parking Lot 8 & 9



New Construction & Exterior Improvements

- New Parking Lots on Acquired Parcels
- Circulator Shuttle and Street Improvements





CAMPUS AND COMMUNITY RESOURCE HUB CONTINUED

Once the Community Center and Resource Hub is constructed (along with the reconstruction of Lot 9), programs can move in, including the Police Department (from Lois Carson Campus Center), Printing Services (from CHC), and the Warehouse functions.

Once these uses have moved, the old Warehouse can be demolished. That lot can be transformed into surface parking until Phase 2.

The former Police Department space in the Lois Carson Campus Center can be converted to Basic Needs, swinging out of the modulars space.

New Construction

- Campus and Community Resource Hub

Demolitions

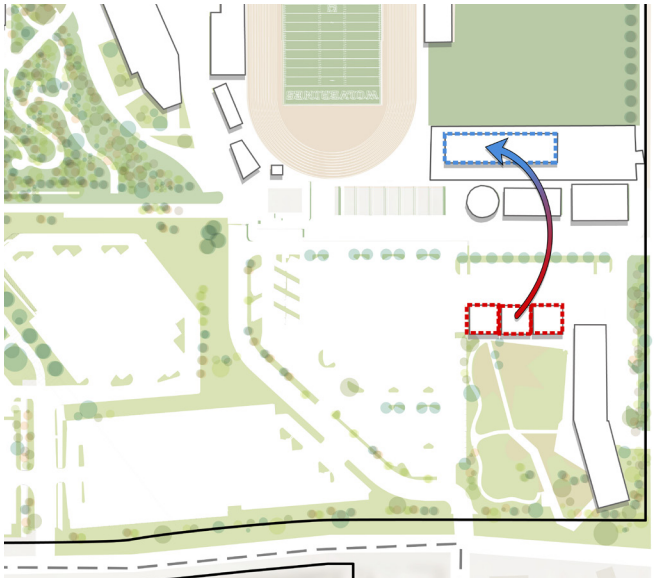
- Parent Ed. Center, Shipping & Receiving, Police Storage, Warehouse, and Storage Buildings

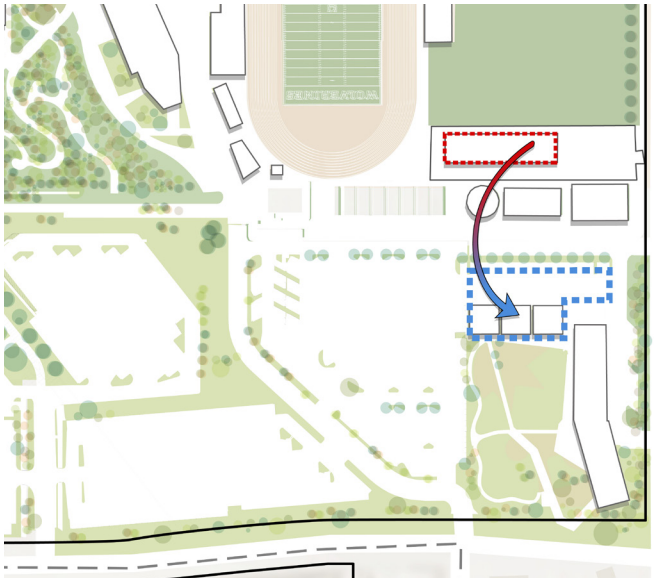
Exterior Improvements

- New Parking Lot on E. Grant Street Parcel

Renovation

- Former PD Space to Basic Needs





CDC AND PEC BUILDING

To construct the CDC and PEC Building, the existing CDC modulars must be moved. This space is proposed to swing onto the existing site utilized for Phase 00 swing space. Once the space is moved, the modulars can be demolished and the new building can be constructed.

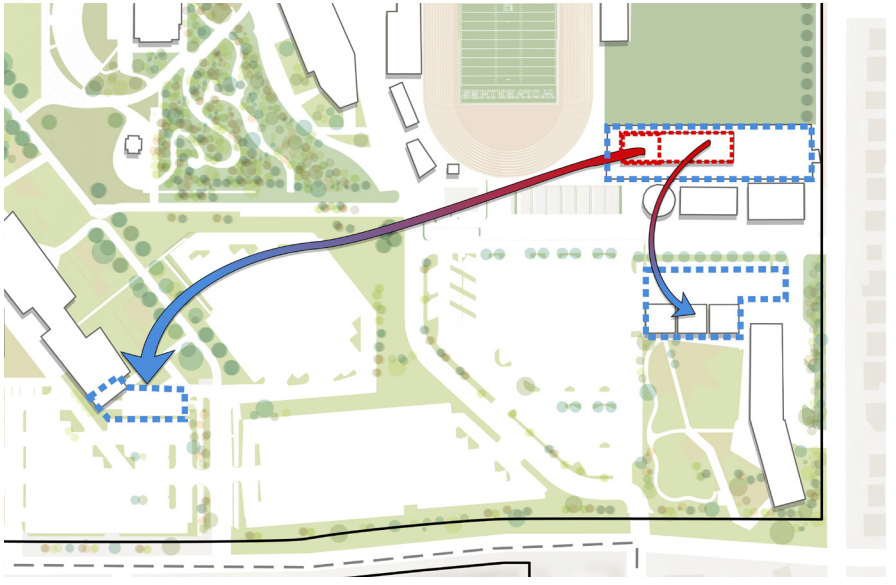
Once the new building is constructed, the CDC swing space can move back.

Demolitions

- CDC Modulars

New Construction & Exterior Improvements

- CDC and PEC Building



PARKING LOT (SWING SPACE SITE)

This lot will serve as space for swing space modulars starting in Phase 00. Continuing into Phase 1, this space will adapt for swing space for Basic Needs and the CDC Modulars. Once the Community and Campus Resource Hub and the CDC and PEC buildings are constructed, and space swings back out of the modulars, this lot can turn into its long-term use as a surface parking lot.

Demolitions

- Swing Space Modulars

New Construction & Exterior Improvements

- Parking Lot

CAMPUS STANDARDS AND COHESION STRATEGIES

The implementation of any project should reference District and campus standards, including the District Standards and Campus Guidelines document. The document outlines a clear vision and direction for the physical design of all elements of campus, including buildings, site, interior spaces, MEP, safety, and security.

This document is continuously updated to reflect recent planning efforts, such as the Sustainability Plan, the Wayfinding Master Plan, and the Facilities Master Plan.

Through the Facilities Master Planning process, additional strategies to create a more cohesive campus were proposed; these strategies should be applied when implementing projects, whether the project may be new construction, renovation, infrastructure or exterior environment.

ARCHITECTURAL COHESION

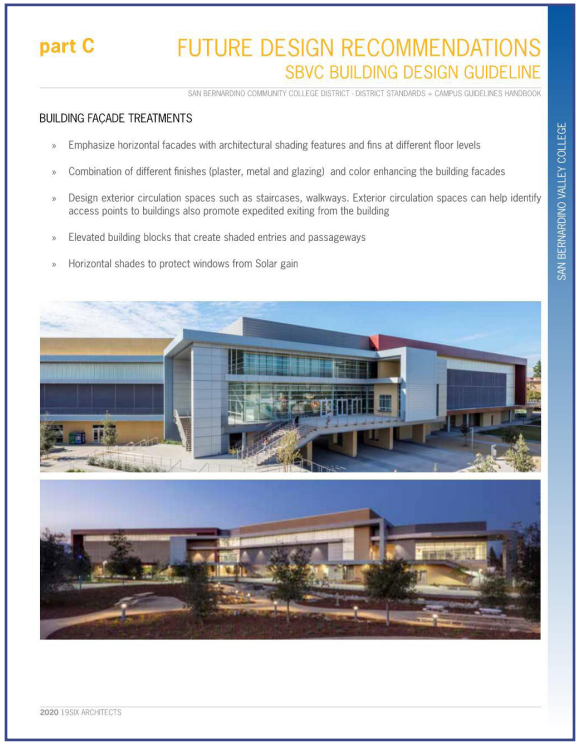
During any new construction, renovation, or building renewal project, maintain a form of architectural consistency and identity between buildings. Reference original buildings, such as the Auditorium, and consider the context of the building under design; buildings should relate to and create cohesion between other buildings in close proximity to one another.

HISTORICAL BUILDING RECOGNITION

Historic buildings and resources contribute to identity, branding, and culture. Prior to any project, a historic inventory should be taken of any buildings or resources that will be impacted by the project. By identifying historic resources early, the College can dictate whether the project will preserve or impact the historical resource(s). Design solutions can consider and compare impacts, alterations, demolitions or preservation strategies that align with the goals and modern needs of the College.

BRANDING AND IDENTITY

Every project should consider and strategize early on how the overall project design can contribute to the brand and identity of SBVC's campus. Strategies may include, but are not limited to, signage, incorporation of the SBVC logo and seal, and consistent material palette utilizing the campus standards.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FUTURE DESIGN RECOMMENDATIONS

SBVC BUILDING DESIGN GUIDELINE

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - DISTRICT STANDARDS + CAMPUS GUIDELINES HANDBOOK

BUILDING FAÇADE TREATMENTS

- Emphasize horizontal facades with architectural shading features and fins at different floor levels
- Combination of different finishes (plaster, metal and glazing) and color enhancing the building facades
- Design exterior circulation spaces such as staircases, walkways. Exterior circulation spaces can help identify access points to buildings also promote expedited exiting from the building
- Elevated building blocks that create shaded entries and passageways
- Horizontal shades to protect windows from Solar gain

SAN BERNARDINO VALLEY COLLEGE

2020 19SIX ARCHITECTS

PROJECT PRIORITIZATION

PHASE 01

High Priority

- Campus and Community Resource Hub
- Lois Carson Campus Center Repurpose
- Gym Floor Replacement
- Arrival and Drop-Off Gateway
- Campus Cohesion, Branding and Identity Improvements
- Infrastructure Upgrades and Improvements

Medium Priority

- CDC & Parent Ed. Building
- Community Hub
- Educational Gardens
- Wayfinding Improvements

Low Priority

- M&O Repurpose
- Athletic Field & Facility Renovations

PHASE 02

High Priority

- Mixed-Use Site
- Planetarium, Greek Theater, Observatory, and Event Plaza
- Infrastructure Upgrades and Improvements*

Medium Priority

- Track Resurfacing and Stadium Improvements
- Hospitality Hub
- Fault Line Promenade
- HLS Repurposing
- Library Repurposing
- Auditorium Plaza and North Open Space
- Active Learning Retrofits
- East Parcels Development
- Educational Gardens and Outdoor Classrooms

INFRASTRUCTURE (TOTAL)

*High priority phase 1 infrastructure projects include: fire alarm system upgrade and solar carport + battery microgrid system. High priority/ongoing infrastructure projects in phase 1 and phase 2 include: resurfacing all lots and streets, access control and security master plan, central plant upgrades, technology infrastructure upgrades, natural gas piping improvements, electrical infrastructure upgrades, wet utilities upgrades.

ROM COST ESTIMATES

TOTAL: $594,710,334

PHASE 01

High Priority

- Campus and Community Resource Hub
- Lois Carson Campus Center Repurpose
- Gym Floor Replacement
- Arrival and Drop-Off Gateway
- Campus Cohesion, Branding and Identity Improvements
- Infrastructure Upgrades and Improvements

$174,543,075

Medium Priority

- CDC & Parent Ed. Building
- Community Hub
- Educational Gardens
- Wayfinding Improvements

$97,643,611

Low Priority

- M&O Repurpose
- Athletic Field & Facility Renovations

$19,915,750

PHASE 02

High Priority

- Mixed-Use Site
- Planetarium, Greek Theater, Observatory, and Event Plaza
- Infrastructure Upgrades and Improvements*

$15,309,100

*Does not include cost of Housing Development

Medium Priority

- Track Resurfacing and Stadium Improvements
- Hospitality Hub
- Fault Line Promenade
- HLS Repurposing
- Library Repurposing
- Auditorium Plaza and North Open Space
- Active Learning Retrofits
- East Parcels Development
- Educational Gardens and Outdoor Classrooms

$110,578,199

INFRASTRUCTURE (TOTAL) $176,720,599

*High priority phase 1 infrastructure projects include: fire alarm system upgrade and solar carport + battery microgrid system. High priority/ongoing infrastructure projects in phase 1 and phase 2 include: resurfacing all lots and streets, access control and security master plan, central plant upgrades, technology infrastructure upgrades, natural gas piping improvements, electrical infrastructure upgrades, wet utilities upgrades.

NOTES ON COST ESTIMATING:

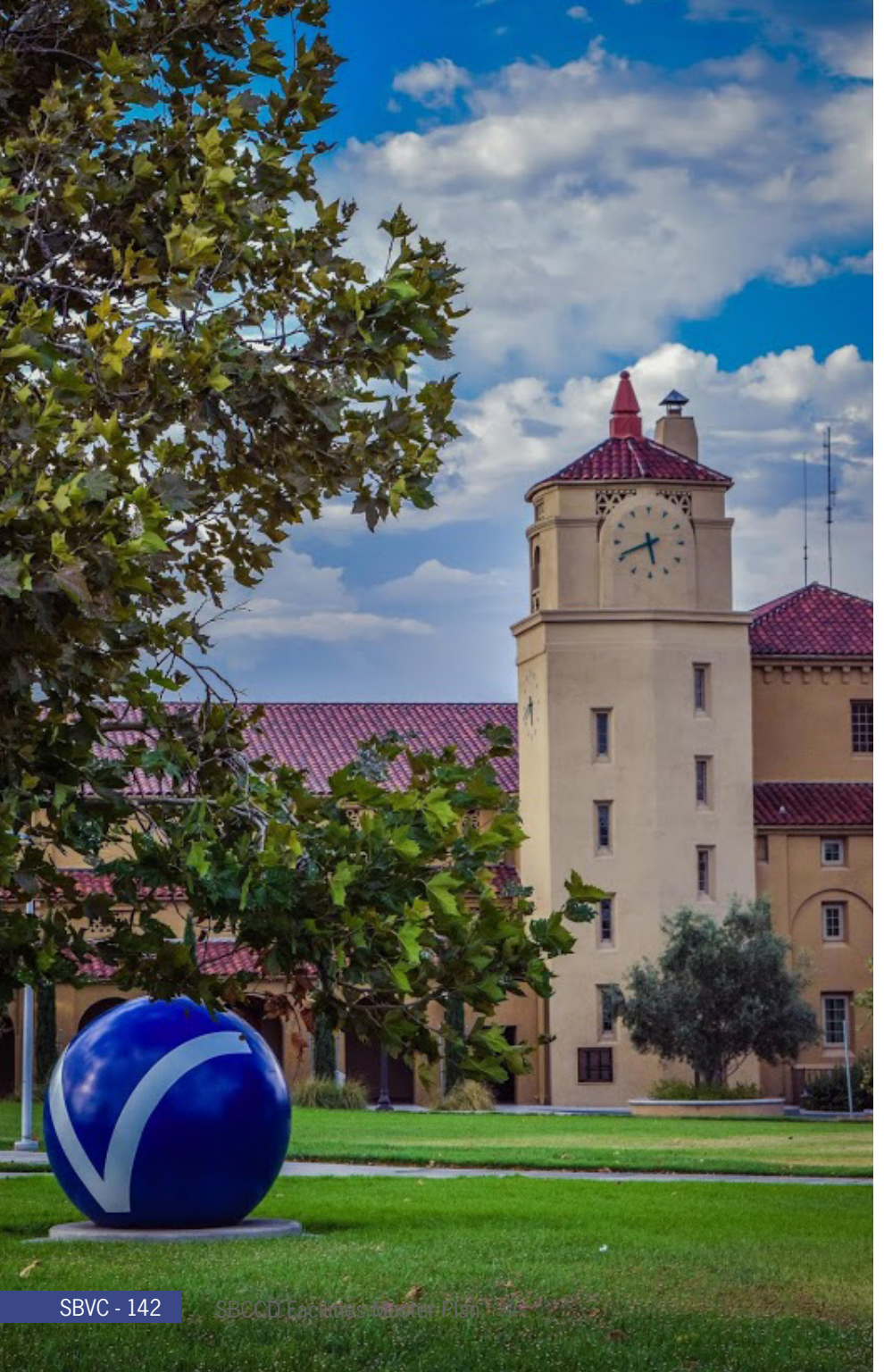
- Estimates are in 2025 dollars (not escalated)
- Estimates are Total Project Costs (inclusive of soft costs)
- Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further



SBVC6

APPENDIX





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A.3 FACILITIES CONDITION ASSESSMENT

A.4 UTILITY INFRASTRUCTURE MASTER PLAN

A.5 COST ESTIMATES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VOLUME 03: CRAFTON HILLS COLLEGE FACILITIES MASTER PLAN

(2025 – 2037)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CRAFTON HILLS COLLEGE

DLRGROUP

MESSAGE FROM THE PRESIDENT

Crafton Hills College is shaped by a deep-rooted culture of collegiality, collaboration, and innovation, as well as by the rich Indigenous history of the land on which it stands. We honor and acknowledge that the college is situated on land that has long been the home of the Maara'yam (Serrano) and Cahuilla people, who have stewarded this region for generations. Recognizing this history is essential as we continue to learn from and respect the Indigenous communities who have called this area home for centuries.

From its inception, the college's founders envisioned a "cluster college" model centered around small learning communities designed to foster close interaction between students, faculty, staff, and administrators. This approach, with its focus on small class sizes and cross-disciplinary courses, promoted active engagement and distinguished Crafton Hills College from the more rigid, traditional educational models of the era.

While the original vision required some adjustments over the years, the spirit of innovation has remained central to our mission. Over the past 51 years, Crafton Hills College has navigated significant shifts, including changes in legislation, funding, national discussions about the value of higher education, and, more recently, the challenges posed by a global pandemic. We remain committed to tackling systemic issues related to diversity, equity, inclusion, and racism, which have hindered our ability to serve all students. We acknowledge the ongoing work ahead, but our innovative roots position us well to embrace these changes.

Since opening in 1972, Crafton Hills College has been dedicated to meeting the evolving educational needs of its students and the surrounding community. With just 1,000 students in its early days, the college started with essential facilities like a library, laboratories, classrooms, a gymnasium, student services, a dining hall, and a central campus quad that remains the heart of our campus today. Over time, we have expanded significantly, adding the Performing Arts Center and Occupational Education Building by 1980, and the Student Services Building and Child Development Center by 2000. Today, we serve over 8,000 students annually, with the capacity to support 10,000.

The support of our local community has been instrumental in our growth. The passage of Measure P in 2002, Measure M in 2008, and Measure CC in 2018 have enabled us to transform our campus infrastructure. These bonds have funded the construction of new facilities like the Learning Resource



Kevin Horan, Ed.D., President

CRAFTON HILLS COLLEGE

MESSAGE FROM THE PRESIDENT

Center, Kinesiology Health and Aquatics Complex, Public Safety and Allied Health Building, Canyon Hall (our science building), and Crafton Center, which houses student services and administration. They have also enabled the creation of the Regional Public Safety Training Center. Currently, we are constructing the new Finkelstein Performing Arts Center, and plans are underway for a new Instructional Building which will be home to the college's honors institute, Tutoring Center, Art Gallery, and additional classrooms. As we continue to modernize, many of the original campus buildings have been renovated, preserving their distinctive architecture, and more renovations are planned to repurpose spaces as we move programs into new facilities.

This Comprehensive Master Plan has been developed through a collaborative process that included discussions and workshops with faculty, students, staff, community members, and our governing board. The plan is built on a strong foundation of integrated planning and data-driven decision-making, informed by program reviews, facilities planning, local employment trends, student enrollment projections, and the regional economic outlook. This plan will guide Crafton Hills College over the next decade as we embrace new opportunities for growth and student success.

At Crafton Hills College, we aim to be a regional leader in providing life-changing educational opportunities. We strive to be the statewide leader in transfer and completion rates, to be recognized for our unwavering commitment to student services, to produce graduates who are highly sought after by employers, and to inspire economic, cultural, and civic development throughout the region.

As outlined in this Comprehensive Master Plan, we are committed to creating an environment where students feel valued, supported, and empowered to achieve their academic and career aspirations. We build on the legacy of those who came before us—both Indigenous and non-Indigenous—and look forward to shaping the future of Crafton Hills College.

Kevin Horan, Ed.D.
President
Crafton Hills College



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3.4 CAMPUS VISION PLAN

3.5 IMPLEMENTATION PLAN

3.6 APPENDIX



CHC1

PROJECT INTRODUCTION


CENTRAL COMPLEX

ABOUT CRAFTON HILLS COLLEGE

Since its opening in 1972, Crafton Hills College (CHC) has continued to provide high-quality education to the Inland Empire. CHC has the distinction of being the top community college in the Inland Empire when it comes to degree and certificate completion rates and course retention and success rates. CHC promotes lifelong learning and has a profound impact on the Inland Empire and beyond.

Crafton Hills College acknowledges that the land on which it is built is the ancestral and unceded territory of the Maara'yam, commonly referred to as the Serrano people, and the Cahuilla. The Maara'yam (Serrano) and Cahuilla are inherently tied to the land and continue to maintain a symbiotic relationship to its many cultural and natural resources. Yucaipa began as a village established by Maara'yam (Serrano), who called the valley Yukaipa't. This fertile valley provided, and still provides, important cultural connections between the Maara'yam (Serrano) and the landscape. To this day, the Maara'yam (Serrano) fulfill their Creator-given right and responsibility to steward their ancestral territory, including the Crafton and Yucaipa area, via important partnerships with entities such as Crafton Hills College. Our histories and stories are intertwined in this space, and by sharing them in culturally appropriate ways, Crafton Hills College hopes to honor and celebrate our indigenous neighbors and partners.



CHC MISSION, VISION, VALUES, AND GOALS

MISSION

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

VISION

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

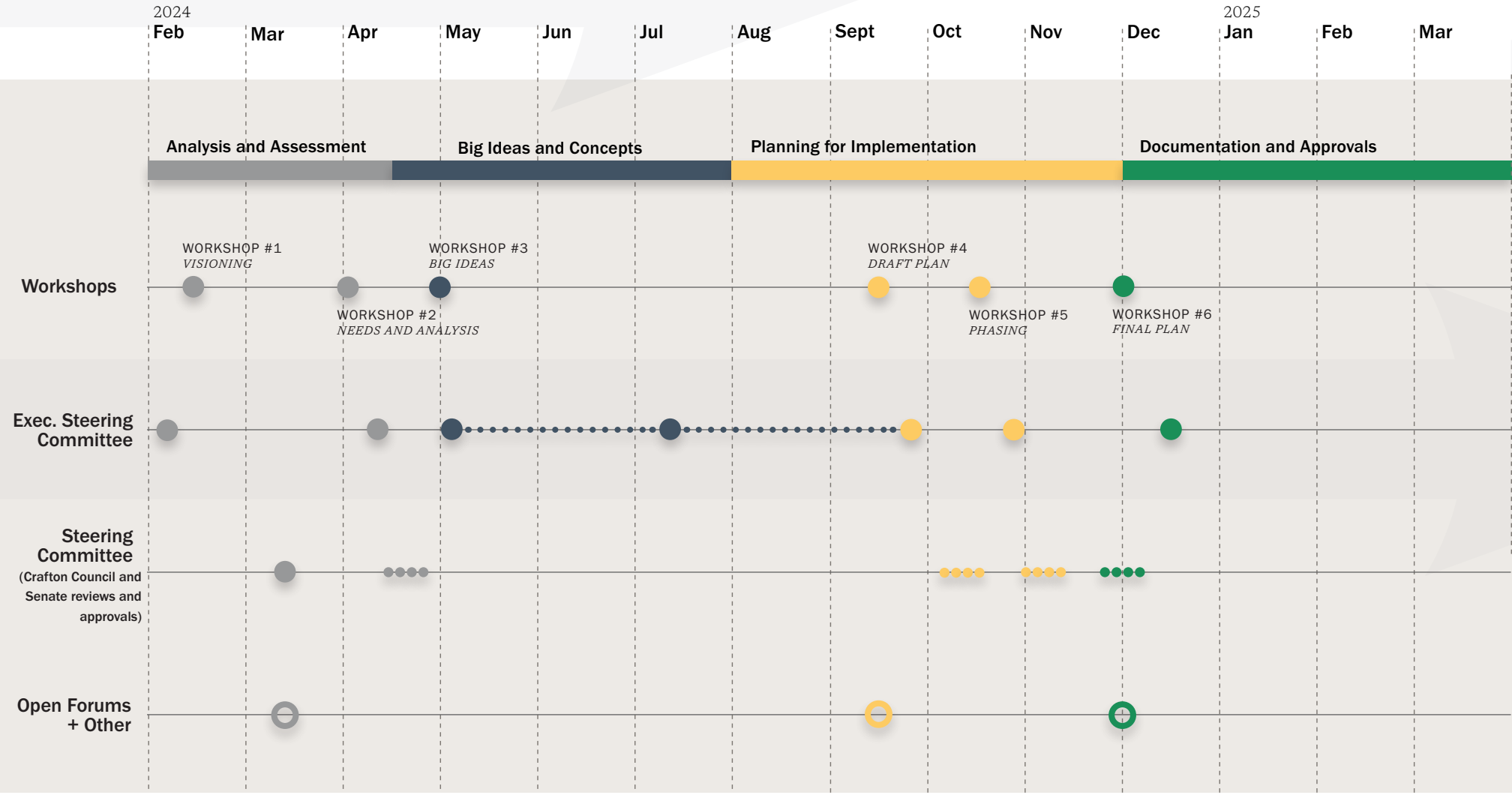
VALUES

Respect, Integrity, Diversity & Inclusion, Innovation, Leadership, and Sustainability.

GOALS

1. Serving students interested in transferring to four-year colleges and universities to obtain bachelor's degrees
2. Serving students interested in obtaining two-year associate degrees
3. Providing career and technical education programs that offer opportunities in training, retraining, and skill building
4. Providing general education for students interested in taking a few courses to increase job effectiveness
5. Providing lifelong learning

MASTER PLANNING SCHEDULE



01: Analysis and Assessment

Goals, opportunities, and needs were identified through extensive data gathering, analysis, assessment, and engagement with stakeholders. Engagement led to quantitative data with qualitative observations which informed the physical planning at Crafton Hills College.

02: Big Ideas and Concepts

Additional stakeholder engagement generated “Big Ideas”, created alternatives to campus development, and defined a development framework that allows for flexible implementation.

03: Planning for Implementation

Campus improvements were prioritized according to return on investment, strategic value, and impact on recruitment, retention, and completion.

04: Documentation and Approvals

The Crafton Hills College Facilities Master Plan was confirmed, documented, and delivered. The following document provides a summary of the planning process, existing conditions, and strategic recommendations to guide future development for CHC.

PREVIOUS PLANS AND STUDIES

As a part of the Master Planning Process the team referenced past planning efforts completed by Crafton Hills College and San Bernardino Community College District, including the 2017 Comprehensive Master Plan, the 2021 Facilities Master Plan Addendum, and more recently, the 2022 SBCCD Strategic Plan and the 2023 CHC Educational Master Plan.

2017 COMPREHENSIVE MASTER PLAN

The 2017 Comprehensive Master Plan outlined the goals and objectives set forth by the Educational Master Plan and the Facilities Master Plan within one cohesive document, where the programmatic recommendations of the Educational Master Plan guided the long-term facilities planning process.

As a result of this effort, the following project list was proposed:

New Construction

- Gymnasium
- Teaching Pool
- Outdoor Kinesiology Laboratories
- Joint-Use Tennis Facility
- East Instructional Building
- Maintenance & Operations Addition
- East Valley Public Safety Training Center

Renovation

- Enriched Environments for Student Activities
- Performing Arts Center Renovation
- Crafton Hall Renovation
- West Complex Renovation
- Student Support Building Renovation
- Central Complex 2 Renovation
- Child Development Center Renovation

2021 FACILITIES MASTER PLAN (FMP) ADDENDUM

By revisiting the planning guidelines established by the 2017 Comprehensive Master Planning effort, the 2021 FMP Addendum strengthened and realigned focus to produce the following updated project list:

New Construction

- Performing Arts Center
- Instructional Building
- East Valley Public Safety Training Center
- Gymnasium
- Teaching Pool
- Outdoor Kinesiology Laboratories

Renovation

- Crafton Hall
- Student Support Building
- Central Complex 2
- Child Development Center
- West Complex

2022 SBCCD STRATEGIC PLAN

In April 2022, the SBCCD Board of Trustees adopted the San Bernardino Community College District Strategic Plan 2022-2027. The Plan encompasses four broad goals to serve the residents, communities, and employers of the SBCCD region:

1. Eliminate Barriers to Student Access and Success

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

3. Be a Leader and Partner in Addressing Regional Issues

4. Ensure Fiscal Accountability / Sustainability

2023 EDUCATIONAL MASTER PLAN

Through a series of listening sessions with SBCCD stakeholders, an external environmental scan and visioning conversations, San Bernardino Community College District created five strategic directions along with supporting actions to help progress the effort.

The Educational Master Plan Strategic Directions are as follows:

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

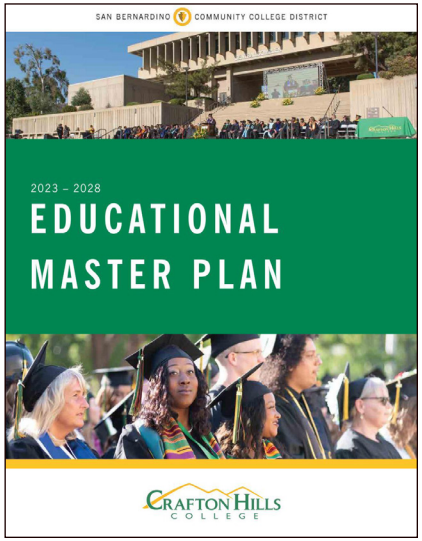
THE EDUCATIONAL MASTER PLAN & THE FACILITIES MASTER PLAN

The Facilities Master Plan emphasizes the importance of aligning with the Educational Master Plan. Each project was chosen and prioritized based upon its support for the Educational Master Plan. In the Campus Vision Plan section of the report, each project is described in relation to the Educational Master Plan and how it enhances the strategic direction of Crafton Hills College.











CHC2

CAMPUS BASELINE


CENTRAL COMPLEX

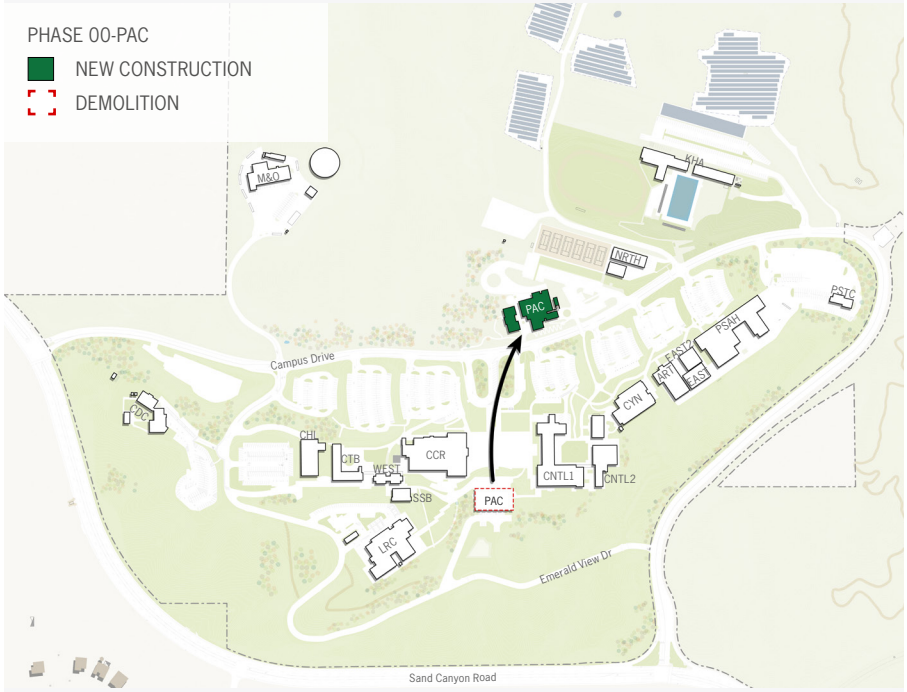
PHASE 00

Phase 00 Projects are Measure CC/Measure M funded projects that were determined from the previous 2017 Facilities Master Plan and 2021 Addendum. These projects are the immediate, priority projects, serving as the cornerstone for this Facilities Master Plan.



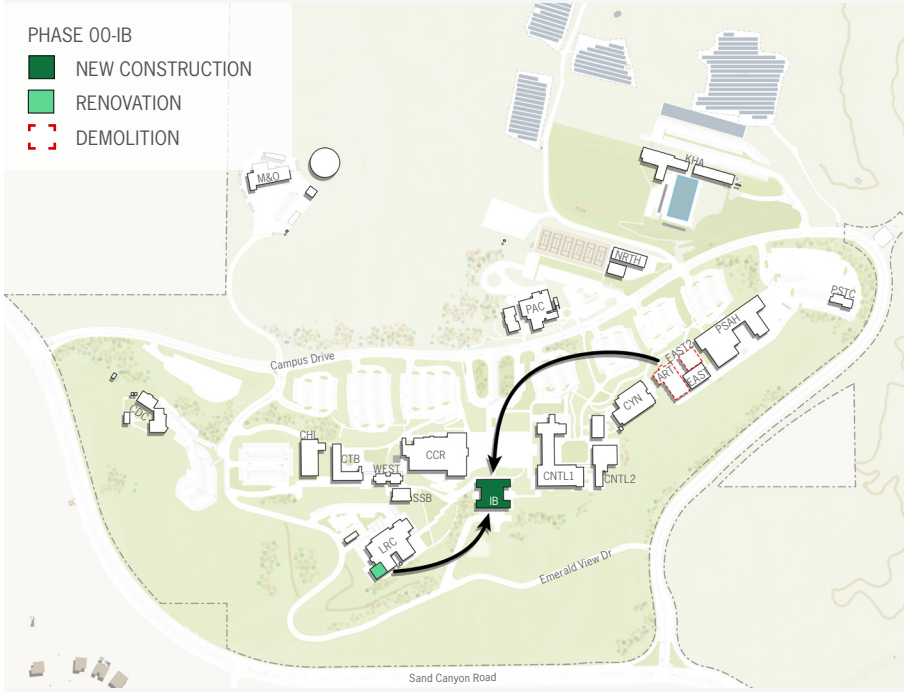
PHASE 00-PSTC

Part of Phase 00 includes the completion of a new Public Safety Training Center (PSTC). This building contains features replicating commercial building and residential home labs that enhance the technical training capabilities supporting premier first responder training programs. The PSTC aims to prepare students to become successfully employed by fire departments and emergency medical responders throughout the state of California. The 7,400 GSF new PSTC was completed in 2024.



PHASE 00-PAC

In Phase 00, a new Performing Arts Center (PAC) will be constructed and the existing Performing Arts Center will be demolished. After a cost benefit analysis was completed on the renovation of the existing PAC, it was determine that a new facility was needed to meet the current and future needs of the performing arts programs at CHC. The 24,000 GSF new PAC is currently under construction and is planned to be occupied by 2024/2025; demolition of the old PAC is planned for 2025/2026.



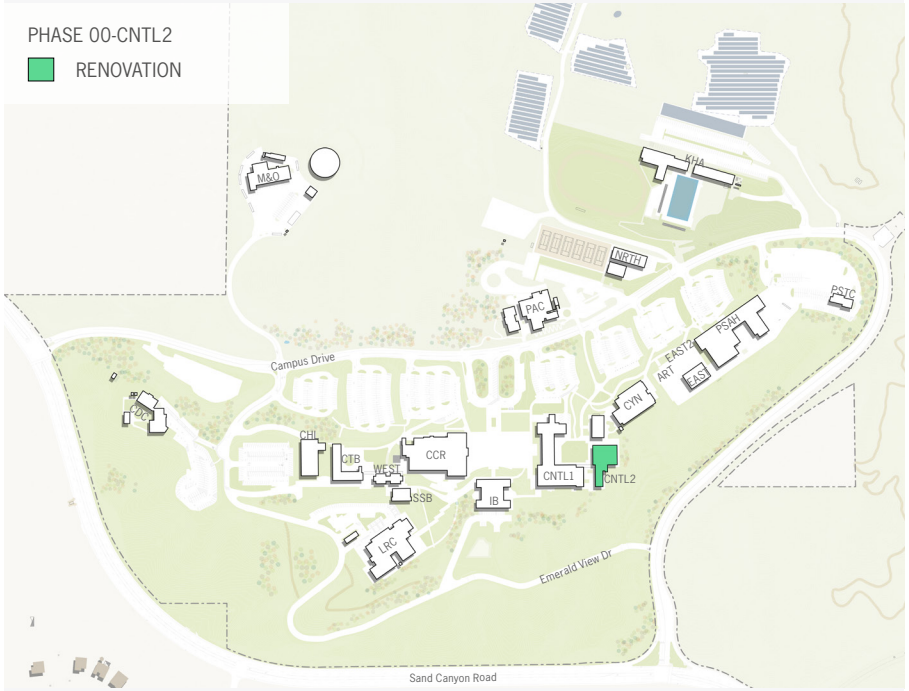
PHASE 00-IB

A new Instructional Building will occupy the space now available after the demolition of the existing PAC. At 30,000 GSF, the new Instructional Building will provide general active learning classrooms, student gathering spaces, and space to allow programs from the East Complex 2, Visual Arts, and tutoring in LRC to relocate. Once relocated, East Complex 2 and Visual Arts will be demolished, and the former tutoring space in LRC will be renovated. This renovation will create new classrooms and repurpose research and mailbox space. The new Instructional Building is planned to be occupied by 2027/2028 and is currently in design.



PHASE 00-CDC

The renovation of the Child Development Center will enhance the facilities that house both the demonstration classrooms and preschool program utilized by the Early Education Program. Updates include modernization and accessibility improvement to the three main buildings and outdoor play areas that have been in use for the past two decades. The front entrance to the center will see an aesthetic restoration through enriched landscaping and paving.



PHASE 00-CNTL2

The 17,000 GSF renovation of the Central Complex 2 will update an aging facility with general purpose active learning classrooms on the first floor, redeveloped space for earth sciences and flexible space for anthropology on the second floor, and new technology infrastructure throughout. This project is currently underway and is planned to be occupied by 2024/2025.



PHASE 00-CHL

The renovation of Crafton Hall will revitalize the iconic structure into a facility for meeting, conference, and event space. Crafton Hall will also include faculty offices and the upgrade of technology infrastructure and building systems. With this 8,600 GSF renovation underway, the newly renovated Crafton Hall is planned to be occupied by 2024/2025.



PHASE 00 ENDPOINT - CAMPUS BASELINE

With a new Public Safety Training Center, Performing Arts Center, a new Instructional Building, the renovation of the Child Development Center, Central Complex, and the renovation of Crafton Hall, the Phase 00 projects are critical in meeting the modern needs of CHC and providing an environment for student success.

PHASE 00 ENDPOINT

- NEW CONSTRUCTION
- RENOVATION
- DEMOLITION

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ID	BUILDING NAME
CYN	Canyon Hall
CNTL1	Central Complex
CNTL2	Central Complex 2
CDC	Child Development Center
CTB	Clock Tower Building
CCR	Crafton Center
CHL	Crafton Hall
EAST	East Complex
IB	Instructional Building
KHA	Kinesiology, Health Education, and Aquatic Complex
LRC	Learning Resource Center
M&O	Maintenance and Operations
NRTH	North Complex
PAC	Performance Art Center
PSAH	Public Safety and Allied Health
PSTC	Public Safety Training Center
SSB	Student Support Building
WEST	West Complex



THE CAMPUS BASELINE

The Crafton Hills College Campus, comprised of 527 acres is located within the scenic hillside above Yucaipa and Riverside. The campus facilities, ranging in architectural styles, are linearly configured alongside the hillside and Campus Drive, a continuous circulation route with a series of parking lots. Open spaces, both hardscape and landscape, located along this linear network of buildings, create iconic campus moments, frame scenic views, and encourage circulation and socialization.

The following section summarizes existing conditions, including Phase 00 as the baseline, as it relates to buildings, landscape and open space, circulation and edges, and infrastructure.







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CNTL2	Central Complex 2
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BUILDINGS BY PRIMARY USE

Crafton Hills College's facilities foster learning, discovery, and personal growth, ultimately creating a community in which all users can thrive. The physical spaces and mix of uses throughout campus support the academic mission of CHC and bring students, faculty, staff, and community together.

ACADEMIC

The east side of campus is currently home to a majority of academic and instructional uses. Buildings that primarily serve as academic facilities include West Complex, Central Complex 1 and Central Complex 2, Canyon Hall, Public Safety and Allied Health, Public Safety Training Center, North Complex, and Kinesiology. The future Instructional Building and Performing Arts Center will also serve primarily as academic buildings. The Master Planning process seeks to capitalize on opportunities for intentional and strategic concentrations of interdisciplinary academic space as a tool for innovative thinking and collaboration.

OFFICE AND ADMINISTRATION

Office and administrative space is interspersed throughout most of the academic buildings and the student services buildings, along with a designated section of the Crafton Center. These functions are critical components in the success of the students, staff, and faculty.

ATHLETICS

CHC has several athletic and recreational programs that are supported on campus by a series of athletic facilities; these facilities include an Aquatic Complex at the northeast corner of campus, and a full track and athletic field, with optimal open space to its west with tennis courts. One iconic feature of the campus is the Olympic-sized swimming pool located at the Aquatic Complex. Potential opportunities, which include growing the athletics program and corresponding facilities, are identified considering the future pool and other athletic facilities.

LIBRARY

The Learning Resource Center, located on the southwestern side of campus, supports the community with library, study, and student support space. Intentionally designed as a multidisciplinary space, the Learning Resource Center provides a variety of spaces, from reservable group study rooms to a tutoring center, to book stacks. The stacks are primarily located on the second and third floors of the Learning Resource Center. There is an opportunity to rethink stack space, as the need for physical volumes decreases with the evolution of technology in higher education.

STUDENT LIFE AND STUDENT SERVICES

The campus prioritizes student services and student life within facilities like Crafton Hall, the Student Services Building, and Crafton Center. These spaces offer various resources for health, counseling, and administrative assistance with a specific focus on student success. Through program and location, these buildings form and support a natural core near the center of campus, facilitating an enriching student experience. These spaces continually adapt to meet evolving needs while ensuring that they remain welcoming for current and future students.

The following table outlines buildings on campus, the year of initial occupancy, and dates of significant renovation.

BUILDING #	BUILDING NAME	INITIAL OCCUPANCY	SIGNIFICANT RENOVATION DATE
1	Maintenance and Operations [M&O]	1972	2014
2	Child Development Center [CDC] (former site of the agricultural building)	1999	2023
3	Crafton Hall [CHL] (formerly College Center/Cafeteria)	1972	In renovation, scheduled completion 2025
4	Clock Tower Building [CTB] (formerly Student Services, Administration [SSA])	1972	2017
5	West Complex [WEST] (formerly Classroom Center)	1972	None
6	Crafton Center [CCR] (former site of the Library)	2015	None
7	Student Support Building [SSB] (former Student Services Building)	1998	None
8	Learning Resource Center [LRC]	2010	None
9	Performing Arts Center [PAC] - to be razed in 2025; future site of the new Instruction Building (scheduled for completion in 2027-28)	1978	None
10	Central Complex 1 [CNTL1] (formerly the Lab Administration Building (LADM))	1972 Lab section was an addition in 1978 with CHS	2017 1st floor Police and Veterans was the bookstore and was initially renovated for Administrative Services and Police in 2005
11	Central Complex 2 [CNTL2] (formerly Chemistry, Health Sciences (CHS))	1978	2024
12	Canyon Hall (CYN)	2015	None
13	Visual Arts (ARTS] (formerly Occupational Education 1 (OE1))	1978	None
14	East Complex (Print Shop) [EAST] (formerly the old Bookstore (BKC))	2003	2019
15	East Complex (classrooms) [EAST] (formerly Bookstore/Classrooms (BC))	2003	None
16	Public Safety Allied Health [PSAH]	2015	None
17	New Finkelstein Performing Arts Center [PAC] (former site of the Gymnasium razed in 2017)	Scheduled completion 2025	None
18	North Complex [NRTH] (formerly Math and Science Annex (MSA))	2010	None
19	Kinesiology, Health, and Aquatics [KHA] (formerly Community Recreation Facility (CRF))	2010	Addition of the dance studio, fitness center, and yoga studio was completed in 2014
20	Public Safety Training Center [PSTC]	2024	None






EAST
ARTS
CYN
CNTL
CCR



FACILITIES CONDITION

Crafton Hills College has developed over time with buildings constructed in different eras; Six buildings were constructed in the 1970's, two buildings constructed in the 1990's, three buildings constructed in the 2000's, and five buildings constructed within the last 15 years. The overall condition of each campus facility is key information for a long-term planning effort, signaling when building infrastructure and maintenance upgrades will be needed. This is a piece of the holistic picture that informs renovations and replacements of facilities within a larger plan.

FCI Ranges and Description	
Good: 0 - 5 %	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
Fair: 5 - 10%	Subject to wear but is still in a serviceable and functioning condition.
Poor: 10 - 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
Critical: 30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

FACILITIES CONDITIONS ASSESSMENT

A Facilities Condition Assessment (FCA) was completed as a part of the Facilities Master Planning Process. The full findings of the 2024 Facilities Conditions Assessment can be found in the Appendix. A major goal of the FCA is to calculate the Facility Condition Index (FCI), which provides a theoretical objective indication of a facility's overall condition. The FCI is defined as the ratio of the cost of current needs divided by the current replacement value (CRV) of the facility.

The adjacent chart presents the industry standard ranges.

As the Master Planning process examines and assumes the future of the campus environment in 10 years, the diagrams on the facing page outline the anticipated conditions of each of the facilities at the end of defined periods (if no action was taken). This provides an illustration of when specific buildings will need focused investment.

CURRENT

As of 2024, all buildings assessed received an FCI rating of less than 5% and therefore a classification of 'Good'

3 YEARS

Projecting three years out, to 2027, the majority of the assessed buildings still hold a classification of Good or Fair, with the exception of two buildings, West Complex and the Student Support building, receiving Poor classifications.

5 YEARS

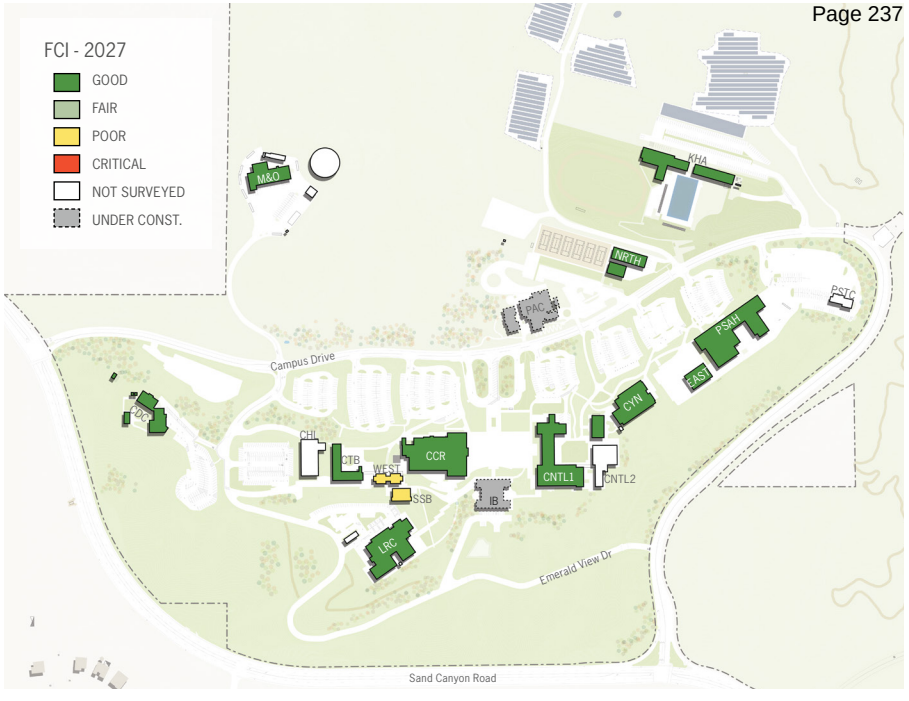
Projecting five years out, to 2029, in addition to the West Complex and Student Support Building, the Central Complex and Kinesiology, Health Ed and Aquatics Complex receive Poor classifications.

10 YEARS

Projecting 10 years out, to 2034, the majority of assessed buildings receive Poor or Critical classifications, aside from Child Development Center, Crafton Center, Canyon Hall, and Public Safety and Allied Health. The first Critical classifications emerge, which include the Central Complex and Kinesiology, Health Education and Aquatics Complex.

Although campus buildings are generally in good condition today, investment in maintenance will need to continue over the next ten years to ensure they remain operational.


FCI - 2024
GOOD
FAIR
POOR
CRITICAL
NOT SURVEYED
UNDER CONST.
M&O
KHA
NRTH
PAC
PSTC
PSAH
EAST
GYM
CHL
CTB
WEST
CCR
CNTL1
CNTL2
SSB
IB
LRC
Campus Drive
Emerald View Dr
Sand Canyon Road


FCI - 2027
GOOD
FAIR
POOR
CRITICAL
NOT SURVEYED
UNDER CONST.
M&O
KHA
NRTH
PAC
PSTC
PSAH
EAST
GYM
CHL
CTB
WEST
CCR
CNTL1
CNTL2
SSB
IB
LRC
Campus Drive
Emerald View Dr
Sand Canyon Road


FCI - 2029
GOOD
FAIR
POOR
CRITICAL
NOT SURVEYED
UNDER CONST.
M&O
KHA
PAC
PSTC
PSAH
EAST
GYM
CHL
CTB
WEST
CCR
CNTL1
CNTL2
SSB
IB
LRC
Campus Drive
Emerald View Dr
Sand Canyon Road


FCI - 2034
GOOD
FAIR
POOR
CRITICAL
NOT SURVEYED
UNDER CONST.
M&O
KHA
NRTH
PAC
PSTC
PSAH
EAST
GYM
CHL
CTB
WEST
CCR
CNTL1
CNTL2
SSB
IB
LRC
Campus Drive
Emerald View Dr
Sand Canyon Road

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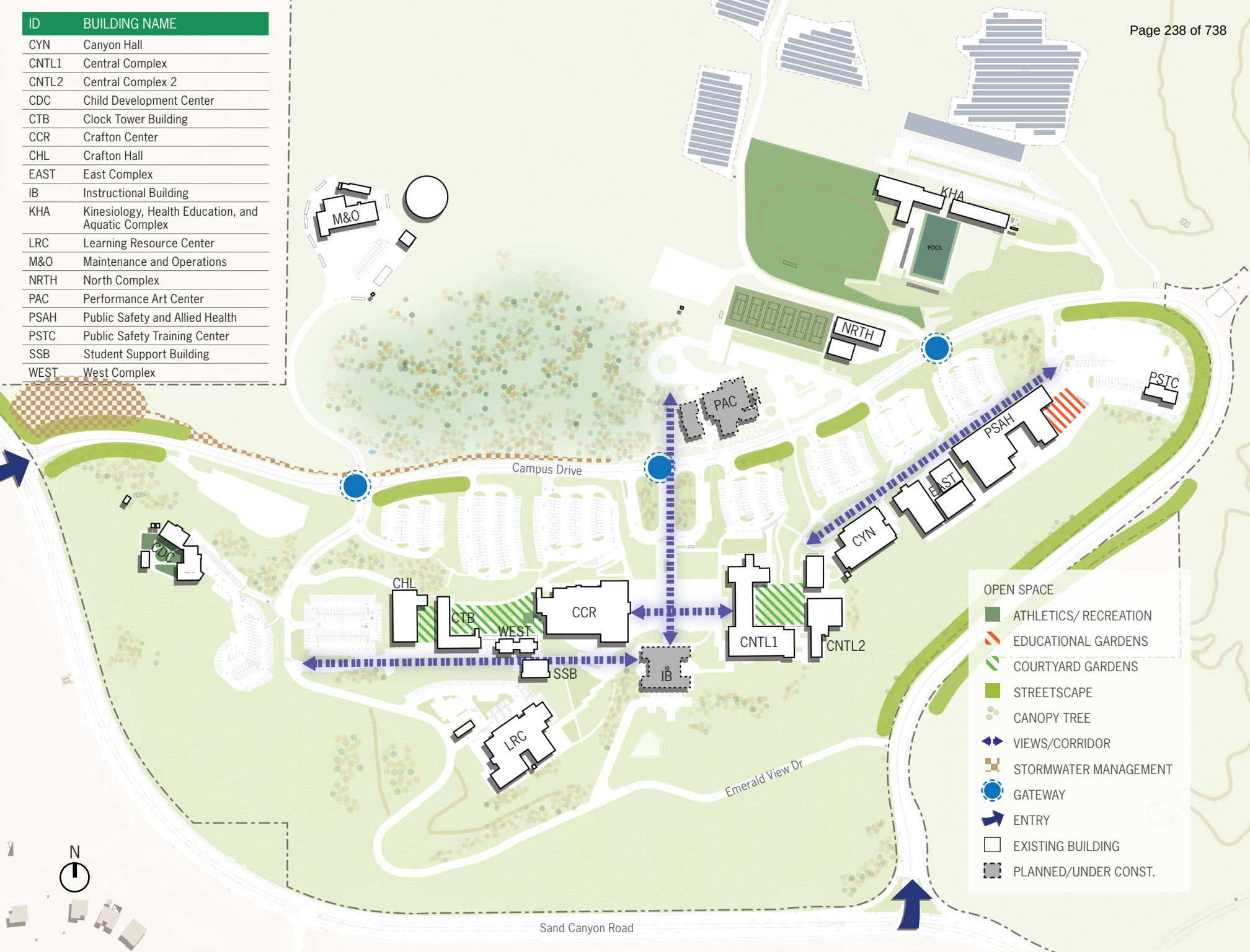


OPEN SPACE AND LANDSCAPE

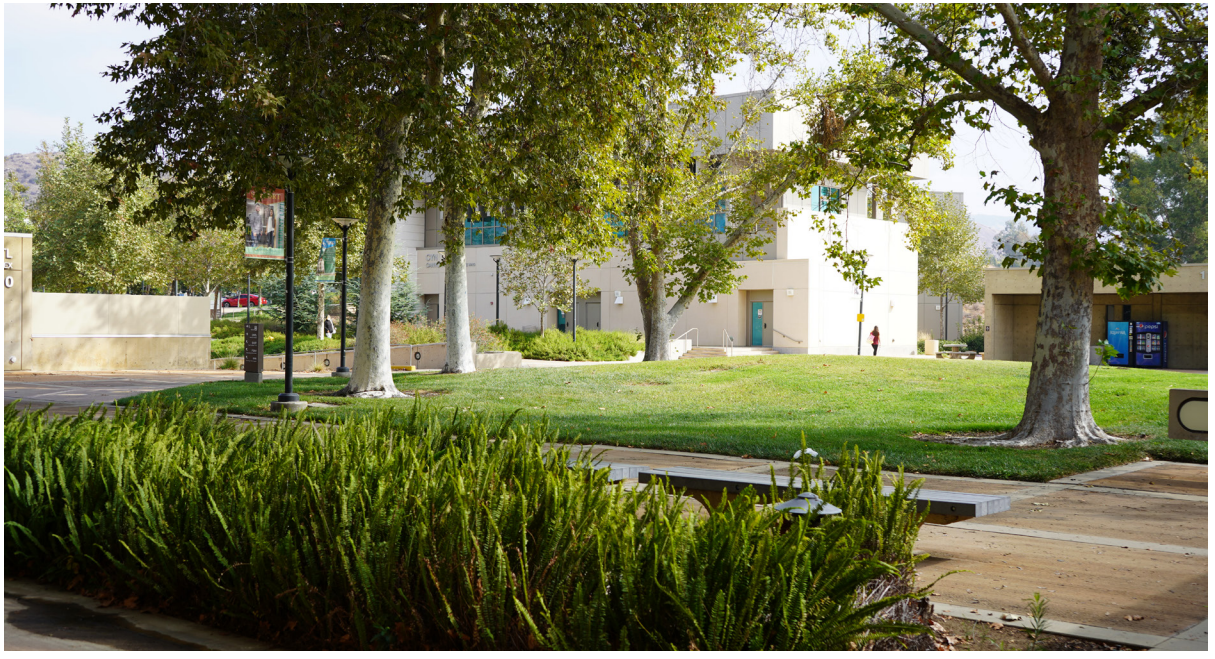
Formal campus open space is organized along the linear axis created by the buildings terraced within the hillside, with a main campus courtyard central on campus. A majority of the campus open space is defined by expanses of hardscape, developing educational gardens and refined pieces of streetscape. There are several smaller plazas distributed throughout the grounds typically located at building entrances.

The main courtyard, commonly referred to as the Campus Quad, is located in the heart of campus between the Crafton Center and Central Complex 1. The courtyard is responsible for the annual commencement ceremony, where students, staff, faculty, and visitors gather for celebration in one of the iconic areas of campus. The space is framed by a tree canopy including mature trees creating a timeless aspect to the campus. The college has identified a location within this area as the “kodak” moment where students have the opportunity to capture a picture at the beginning and end of their academic careers on campus.

With access to beautiful sweeping views of Yucaipa, the college has plenty of opportunity to expand on the development of its educational gardens flanking either side of the campus quad, on the opposite sides of the Crafton Center and Central Complex 1. With Crafton Hall currently under construction, a focus on developing and reinvigorating the adjacent educational garden could be beneficial in connecting these defined areas.

Additionally, adjacent to the Clock Tower Building and West Complex, lies an open space opportunity along a main pedestrian corridor. With sweeping views out over the Learning Resource Center from either side of the Student Services Building, further definition of the space along the corridor would emphasize the route and capitalize on the existing viewshed.

In tangent to the circulation aspect of campus, there is a significant amount of traffic, both vehicular and pedestrian, along the north side of Campus Drive. Further development of the streetscape, including the hardscape and vegetation, would aid in improving the safety and overall enjoyment along the route.



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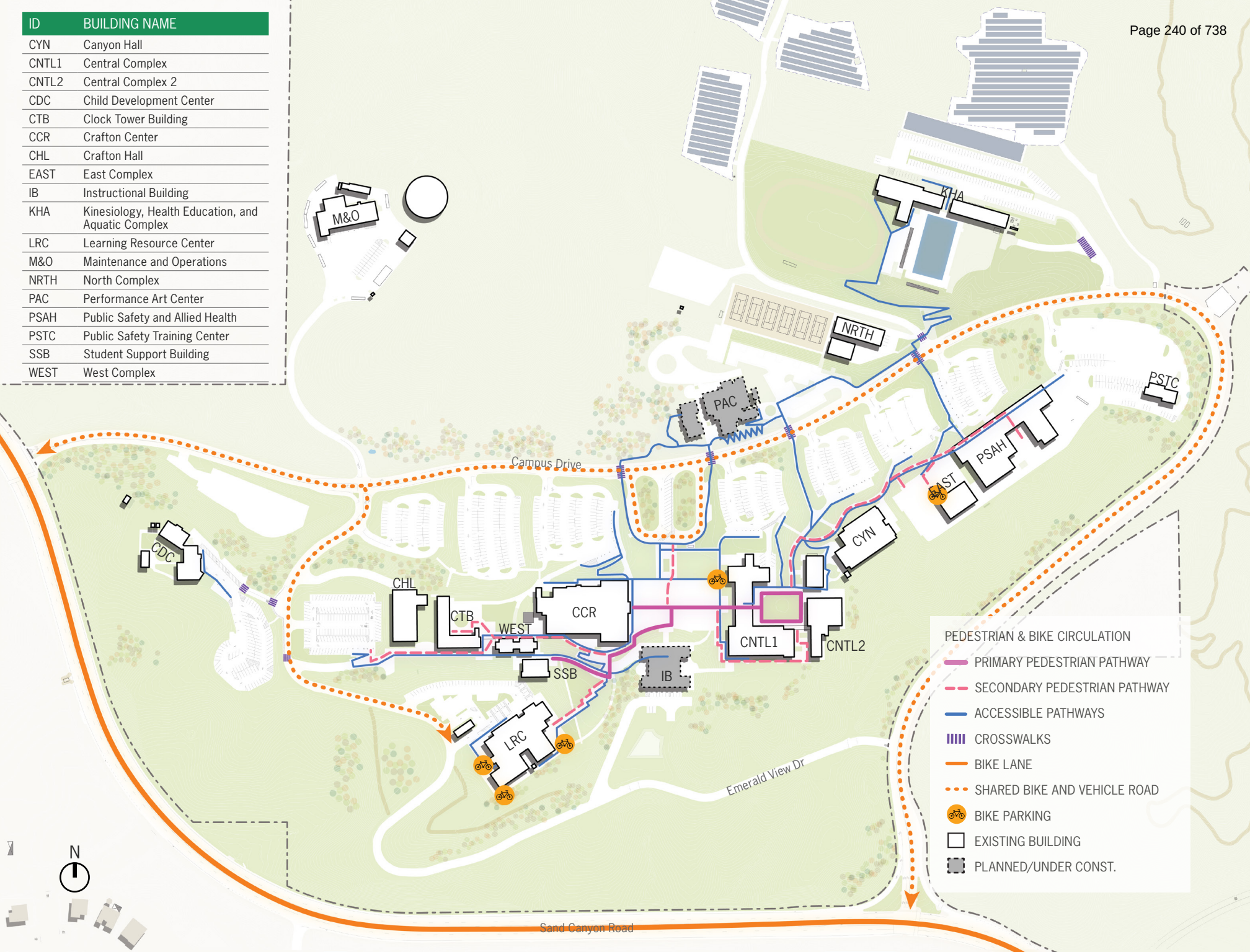

PEDESTRIAN AND BICYCLE CIRCULATION

PEDESTRIAN

The campus has a linear network of pedestrian pathways connecting buildings, parking, and access to the surrounding Yucaipa community via trails and sidewalks. The existing walkways on campus are typically wide enough to accommodate service vehicles, but often lack identity in maintaining their intended pedestrian use. There is an opportunity to refine and expand on the contiguous main pedestrian pathway to create a welcoming, intuitive, and branded experience for pedestrians on campus. At present, there are two axes to move through campus: an informal path along Campus Drive and the sequence of paths beginning at Crafton Hall and ending at Public Safety and Allied Health.

A noted area of conflict between pedestrians and vehicles is along Campus Drive, after entering the west side of campus from Sand Canyon Road. Due to some parking conflicts during high-traffic periods on campus, students often resort to parking along the north side of the street and continue walking on the same side to get to campus. The path is an unpaved trail without the preferred intermittent areas in between pedestrians and vehicles and is therefore not the safest option for students finishing their commutes to campus.

BICYCLE

The campus currently does not have dedicated bike lanes within its boundary. There are five separate designated areas for bike parking across campus. There are three located on the east, south, and west sides of the Learning Resource Center, one located on the northwest side of Central Complex 1, and one located in the informal plaza between Visual Arts and the East Complex. Typically, bike paths and parking areas intend to support pedestrian corridors, reducing potential congestion conflicts at peak activity hours. While the distribution of bike parking areas helps enhance accessibility for cyclists, the lack of dedicated bike lanes leaves room for improvement in promoting cycling as a sustainable transportation option on campus. There is currently an opportunity to increase the number of bicycle parking areas without concern for affecting congestion on campus.

Currently, the Yucaipa area has a more developed bicycle infrastructure in comparison to the campus, with one path on Sand Canyon Road leading directly to the campus.



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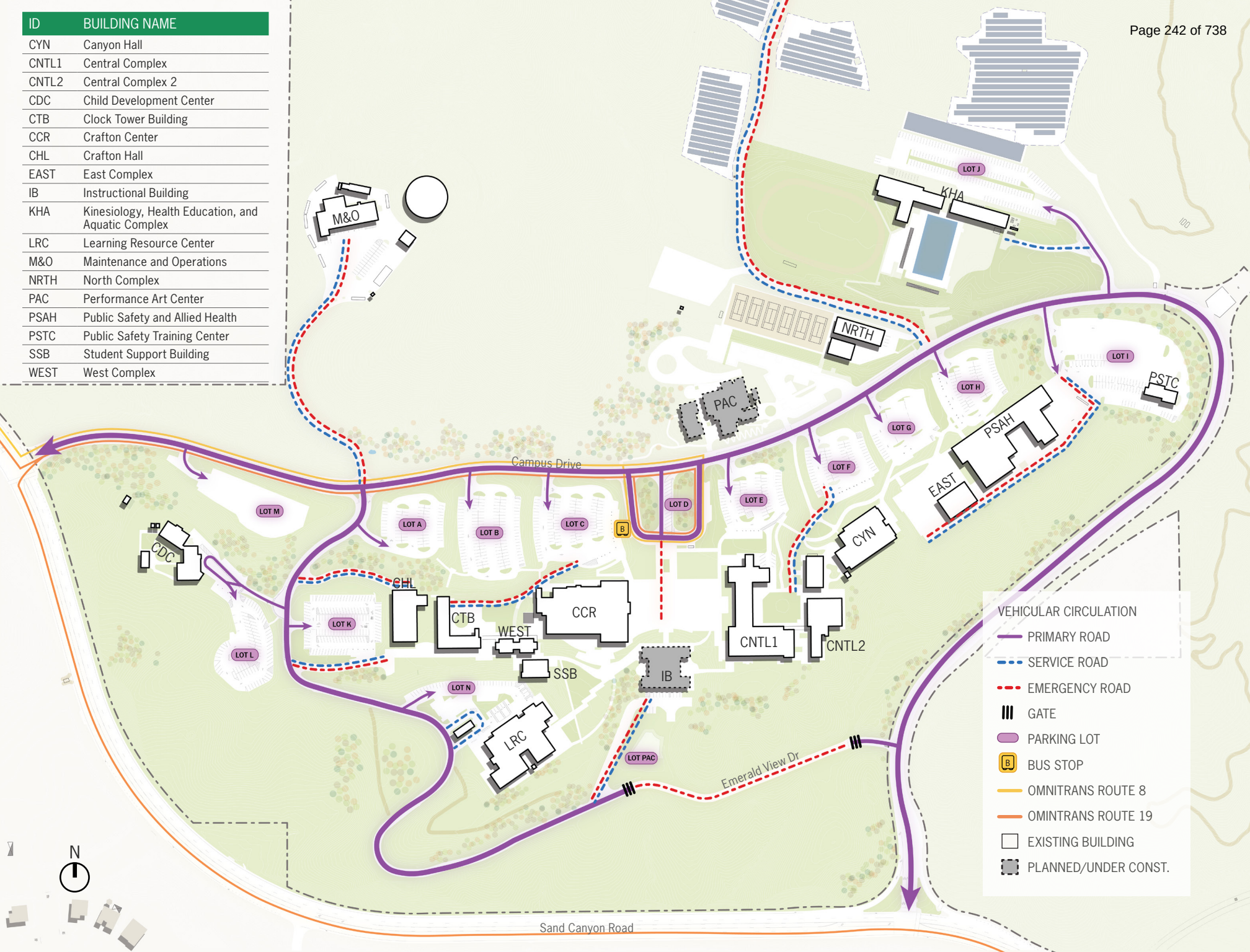

VEHICULAR CIRCULATION

CAMPUS ENTRY/GATEWAY

Two distinct gateways mark the transition onto campus from the two main entry points off of Sand Canyon Road. There is interest in enhancing these gateways for a grander welcome at both entry points. Additionally, there has also been discussion regarding the enhancement of safety and security on campus through the installation of cameras at both ends of Campus Drive. Campus Drive remains the primary road and vehicular circulation route through campus, connecting back to Sand Canyon Road at the west and south edges of campus. Any routes branching from Campus Drive primarily lead to one of the 12 parking lots on campus, with two longer auxiliary paths, one leading up to Lot J, and one down to and past Lot N.

PARKING

There are 13 defined lots on campus, 12 of which are dedicated solely to parking. Currently, Lot M serves to hold any construction support services but has been identified as a future overflow lot. During the higher traffic periods on campus, the preferred parking area becomes on-street parking along the north side of Campus Drive. There is an opportunity to enhance the pedestrian wayfinding and circulation route from the on-street parking location to campus, as safety of individuals is critical in studying additional parking opportunities.

PUBLIC TRANSIT

Omnitrans Routes 8 and 19, two public transit routes, offer convenient commutes to campus. Both routes enter campus at the west end; Route 8 approaches from the north and Route 19 approaches from the south. Both routes follow Campus Drive to the campus core where they drop off at Lot D, north of the campus quad.

SERVICE ROUTES

Multiple points on campus offer support for service and emergency vehicles. There are two routes that branch from the north side of Campus Drive, and multiple points surrounding the campus core that connect parking lots: Lot K, Lot N, Lot B, Lot C, Lot F, and Lot I. There is a dedicated service route that connects Campus Drive to the Kinesiology, Health Education, and Aquatic Complex buildings and a dedicated emergency service vehicle route along Emerald View Drive at the south end of campus. There is an opportunity for service route development around the Performing Arts Center currently under construction.



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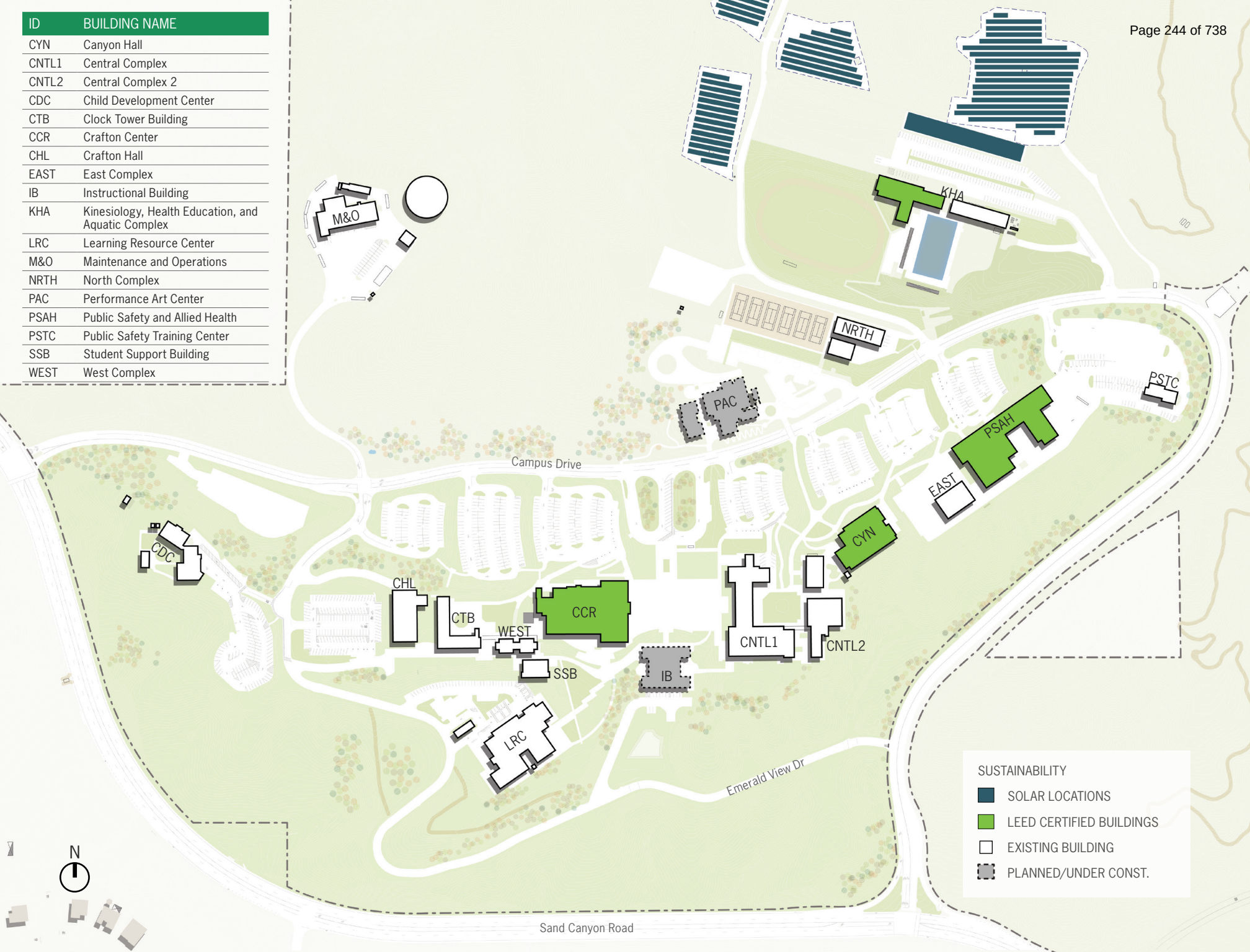

SUSTAINABILITY

San Bernardino Community College District has taken on a leadership role in regards to sustainability both within its local community and within the network of community colleges.

Through a series of initiatives and planning documents at the District Level, SBCCD leads the way in sustainable planning; these documents include an updated Sustainability Plan, which encompasses ambitious initiatives tailored to support the long-term sustainability of the District, a Waste Management Plan, and a Zero Net Energy (ZNE) Implementation Plan, which embraces energy efficiency upgrades and the transition to clean energy and battery storage.

Guided by the Sustainability Plan, CHC is fostering a green, energy efficient, climate friendly campus. One critical way is by maximizing on-site renewable energy generation. CHC has built a solar farm on the northeast edge of campus. The addition of 1250kw Solar has greatly offset the current electricity cost incurred by the campus.

As pioneers in sustainable infrastructure, CHC has been designing and constructing Leadership in Energy and Environmental Design (LEED) certified buildings in recent years, as new construction and renovation projects emerge. Existing LEED Certified Buildings include Crafton Center, Canyon Hall, Public Safety and Allied Health, and Kinesiology and Health Education.

In terms of water and stormwater, newer buildings are constructed with stormwater retention systems like bioswales or underground retention tanks. Also, a non-potable/recycled water line has been installed to serve the campus and reduce the potable water usage and sewer capacity fees.



UTILITIES

The following summarizes the existing utilities serving the CHC campus. The entire utilities report, with greater detail, can be found in the Appendix.

The utilities within the campus boundaries comprise of domestic and fire water, sewer, storm drain, irrigation water, chilled and hot water distribution, gas, electrical and telecommunications systems, and are all owned and operated by the campus.

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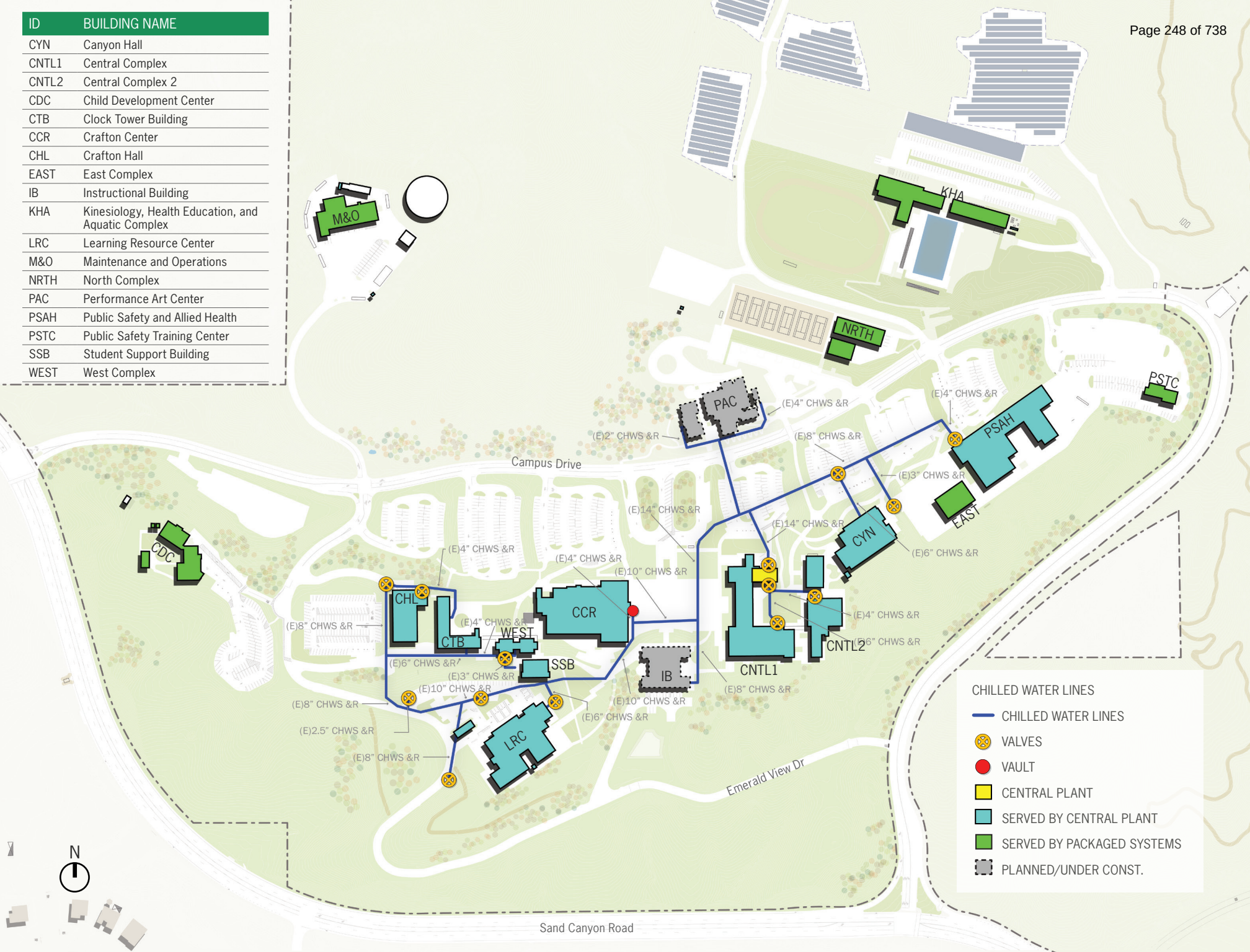


WATER SYSTEMS

CHILLED WATER SYSTEM

The cooling needs of most of the facilities at the campus are met by the Central Plant, located within the Central Complex 1 in the center of the campus. A few of the facilities are served by dedicated package systems, including the North Complex, East Complex 1, Public Safety Training Center, Child Development Center, Maintenance and Operations, and Kinesiology, Health Education and Aquatic Complex.

Central Cooling Plant at Central Complex 1

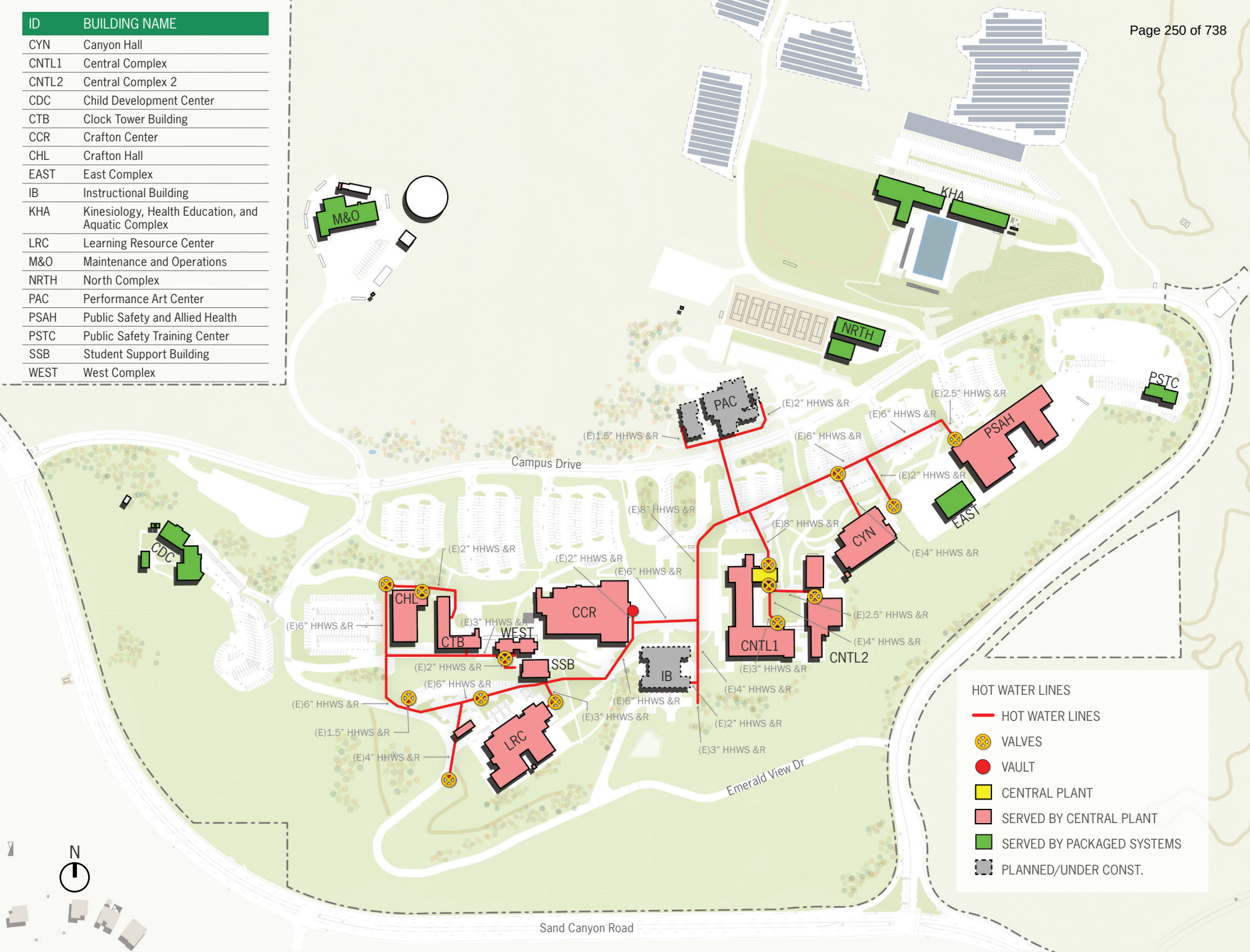
The Central Cooling Plant consists of four water cooled chillers, three are centrifugal chillers and the fourth is a rotary screw chiller. The water-cooled chillers are presently in good serviceable condition. Three of the chillers are nearing the end of their useful life and should be considered for replacement over the next 5-10 years. One chiller will require a rebuild over the next 0-2 years. The Central Plant is pumped primary-secondary with dedicated primary pumps for each of the four chillers. All of the chilled water primary and secondary pumps are on VFDs.

The Central Plant also contains three forced drafted cooling towers, which are presently in serviceable condition. Two of the three cooling towers were replaced in 2023-2024. The third cooling tower has stainless steel basins and is in good working condition. Condenser water pumps sit outside in the cooling tower yard and are constant speed. A side stream centrifugal separator also serves the condenser water system and is housed in the cooling tower yard. The Central Plant is on the Alerton control system.

Chilled Water Distribution

The Central Plant serves the cooling needs of majority of facilities on campus, through a set of 8” Chilled Water Supply and Return (CHWS&R) pipes that originate from the south side of the Central Plant to serve the Central Complex 1 and Central Complex 2, and a set of 14” CHWS&R pipes that split off in two directions to serve the rest of the campus.

ID	BUILDING NAME
CYN	Canyon Hall
CNTL1	Central Complex
CNTL2	Central Complex 2
CDC	Child Development Center
CTB	Clock Tower Building
CCR	Crafton Center
CHL	Crafton Hall
EAST	East Complex
IB	Instructional Building
KHA	Kinesiology, Health Education, and Aquatic Complex
LRC	Learning Resource Center
M&O	Maintenance and Operations
NRTH	North Complex
PAC	Performance Art Center
PSAH	Public Safety and Allied Health
PSTC	Public Safety Training Center
SSB	Student Support Building
WEST	West Complex



WATER SYSTEMS

HOT WATER SYSTEM

The heating needs of the majority of the facilities on campus are met by the Central Plant located within the Central Complex 1 in the center of the campus. A few of the facilities are served by dedicated package systems, including the North Complex, East Complex 1, Public Safety Training Center, Child Development Center, Maintenance and Operations, and Kinesiology, Health Education and Aquatic Complex.

Central Heating Plant at Central Complex 1

The Central Heating Plant consists of three natural gas hot water boilers. Two boilers were installed in 2005 and the third boiler was installed in 2009. The boilers are currently in good serviceable condition. The boilers installed in 2005 should be considered for replacement over the next 10 years, with heat recovery chillers/ air source heat pumps to promote electrification. The Heating Hot Water Plant has a primary-secondary pumping arrangement. Each of the boilers has a dedicated constant speed primary pump. The large secondary distribution pumps are on wall-mounted variable frequency drives. There is a side stream filtration system for the heating hot water supply loop located within the boiler room.

Hot Water Distribution

The central plant serves the heating and hot water supply needs of the majority of facilities on campus through a set of 4” Heating Hot Water Supply and Return (HHWS&R) pipes that originate from the south side of the central plant to serve the Central Complex 1 and Central Complex 2, and a set of 8” HHWS&R pipes on the north side that split off in two directions to serve the rest of the campus.

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CYN	Canyon Hall
CNTL1	Central Complex
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CDC	Child Development Center
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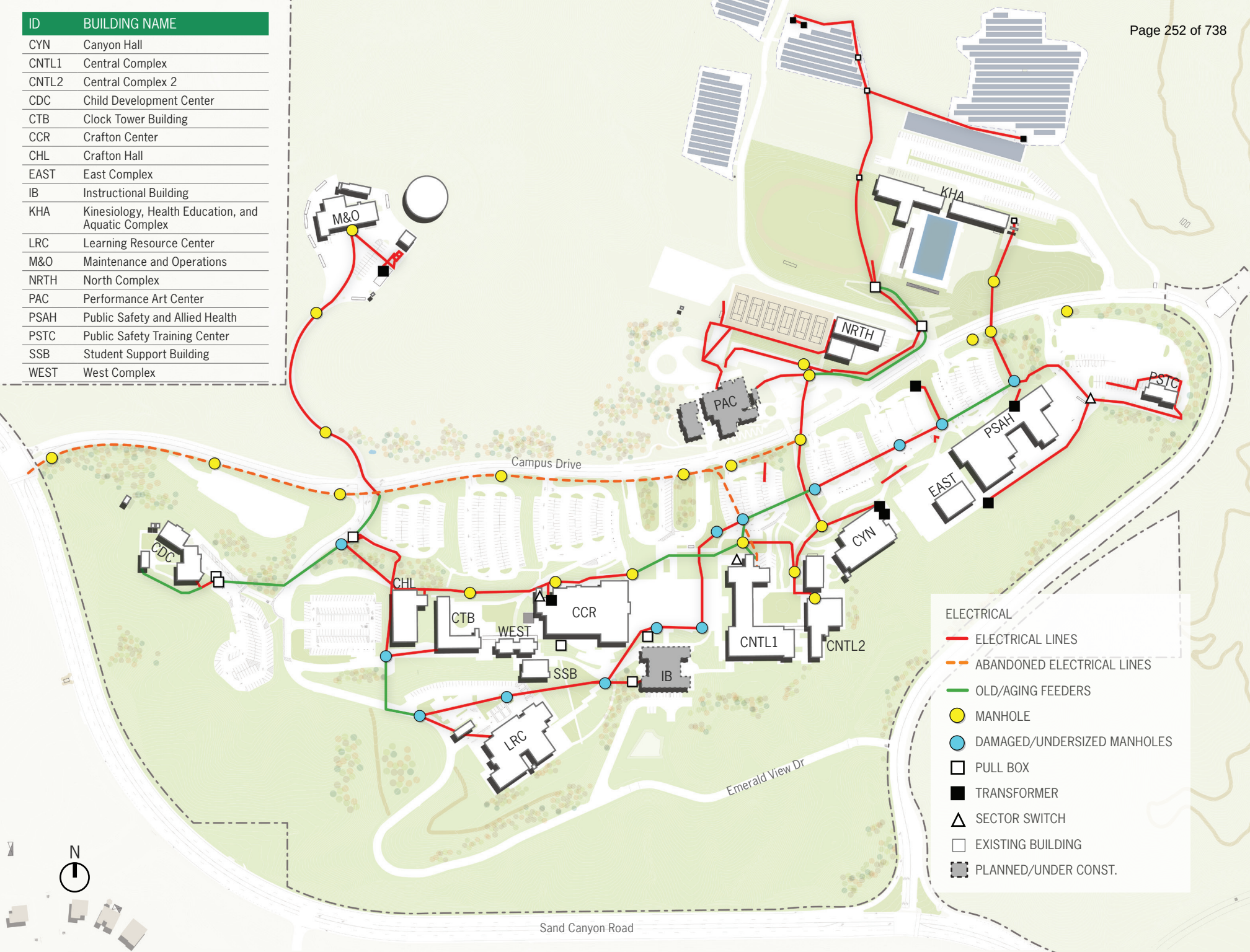

ELECTRICAL

Crafton Hills College campus is currently served from a 4.16kV, 2000A 3phase, 3wire switchgear that derives its service from a 4.16kV SCE service feed. The switchgear comprises of a main 5kV, 2000A, 3P breaker with a SCE main meter section and eight 5kV, 600A breakers housed in a seven sectional indoor switchgear. The service is metered at 4.16kV and distributes power to substations in each building on campus through a series of manholes and medium voltage duct banks. The main switchgear was installed in 2008 with a main 5kV breaker and eight 5kV feeder breakers equipped with modern microprocessor relays and Eaton IQDP-4000 digital meters for monitoring energy usage and is in fairly good condition.

Power to each building on campus is served through a series of manholes and concrete encased medium voltage duct bank originating from the main switchgear. The medium voltage feeders are routed primarily through modular splice connectors located in individual manholes and provide limited redundancy for isolating power to the building without affecting all the other building being served from the same feeder. 15kV, 600A selector switches are installed at certain locations on the campus as part of of the recently completed projects that to facilitate disconnection of a few individual buildings.

The electrical power distribution system at the campus was installed in 1990's and is approximately 30 years old. The power distribution system for the campus was replaced in 2008-2009 and the majority of the distribution cabling was replaced in sections with the 2008-2009 infrastructure project and the newer buildings.

While majority of the buildings have new transformer substations and distribution switchboards, a few buildings still have the original transformer substations and switchboards. The individual buildings have transformers with 4.16kV primary and 277/480V and 120/208V secondary voltages.

The renovated solar farm on north side of campus will provide approximately 2MW alternative renewable source of energy and help offset the electricity cost incurred by the campus throughout the year. Key features of the new system include fixed tilt ground-mounted solar panels with a capacity of 2.34 MW-DC and Tesla megapack battery storage 767 kW/3080 kWh, storing excess energy and providing power during peak periods.

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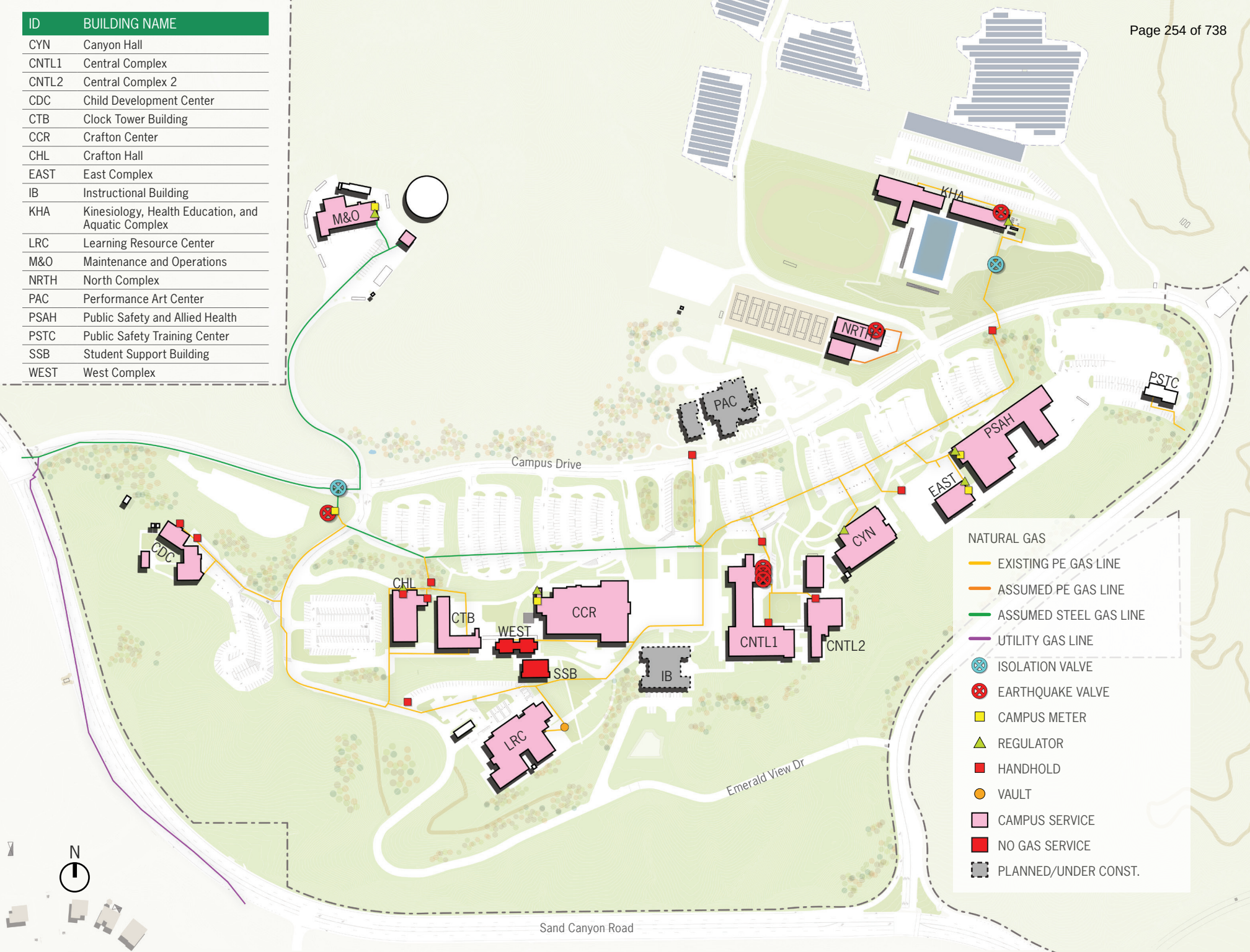

NATURAL GAS

Natural gas is distributed to the campus by Southern California Gas Company (SoCalGas). The majority of the campus is served through a 4" high pressure gas (HPG) main from SoCalGas that is routed along Campus Drive and terminates at the main campus meter just east of parking lot M. The gas distribution serves a total of 15 buildings.

A second HPG line branches off of the Campus Drive line before it enters the main campus meter. This HPG line is routed north along Emerald View Drive where it enters a second SoCalGas owned meter. This line serves a compressed natural gas (CNG) filling station, that has since been removed, as well as the Maintenance and Operations building (B1).

The 4" HPG line that enters the main campus meter assembly serves buildings 15 buildings. Each building served by this line has a local gas pressure regulator that steps the pressure down from medium pressure to low pressure.

The medium pressure gas line was replaced in 2008-2009 under the Measure M project. The distribution system throughout the campus has undergone extensions over the years to accommodate campus expansions and additions and comprises of a mixture of PE and steel lines.

There are earthquake valves installed throughout campus; observed at Central Complex 1, North Complex, etc. However, several buildings do not have earthquake valves. These buildings need to be provided with earthquake valves to meet current codes. The main campus meter also has an earthquake valve which protects the entire campus in the event of a major earthquake.

There is a single utility-owned gas meter that serves the majority of the buildings on campus; located on the west end of lot M. In addition, there is a second utility-owned gas meter serving the M&O building and the CNG filling station. The campus has no redundancy should the main service fail or is taken down for maintenance. The gas meter that serves the majority of the campus is currently approaching its maximum capacity. If any additional load is introduced to the campus, coordination will be required with the gas company to ensure that the current gas meter can accommodate the additional load.

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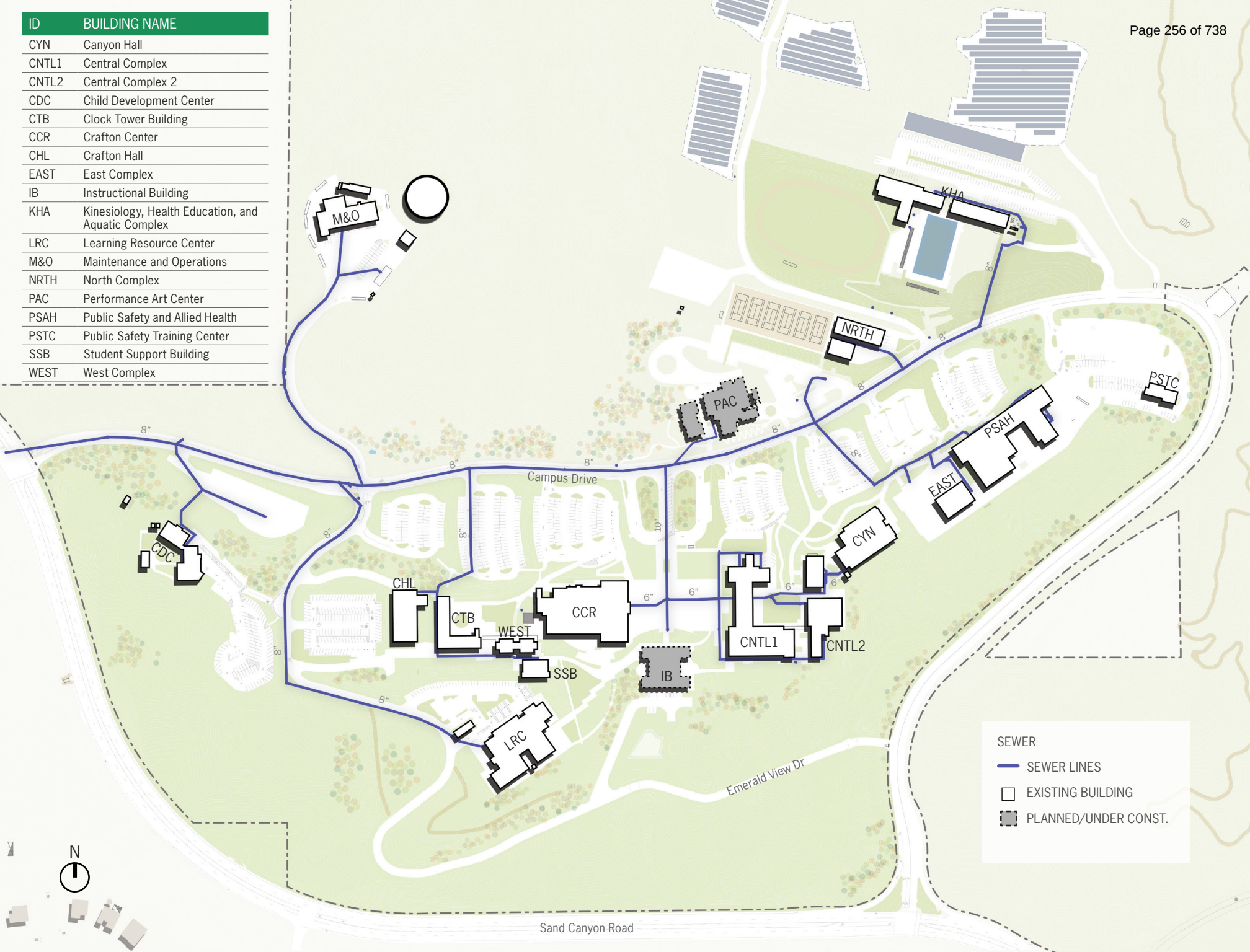

SEWER

The Crafton Hills College (CHC) sanitary sewer system is served by an 8-inch vitrified clay pipe (VCP) located in Campus Drive that ultimately connects to a public main located in Sand Canyon Road. In general, sewage flows travel west and south on campus and join the public system in Sand Canyon Road.

The existing polyvinyl chloride (PVC) sewer system building laterals are considered to be in good condition, due to the relatively young age of the system and no reported issues by Facilities.

There are new sewer line extensions connecting the new Performing Arts Center to the main line on Campus Drive.

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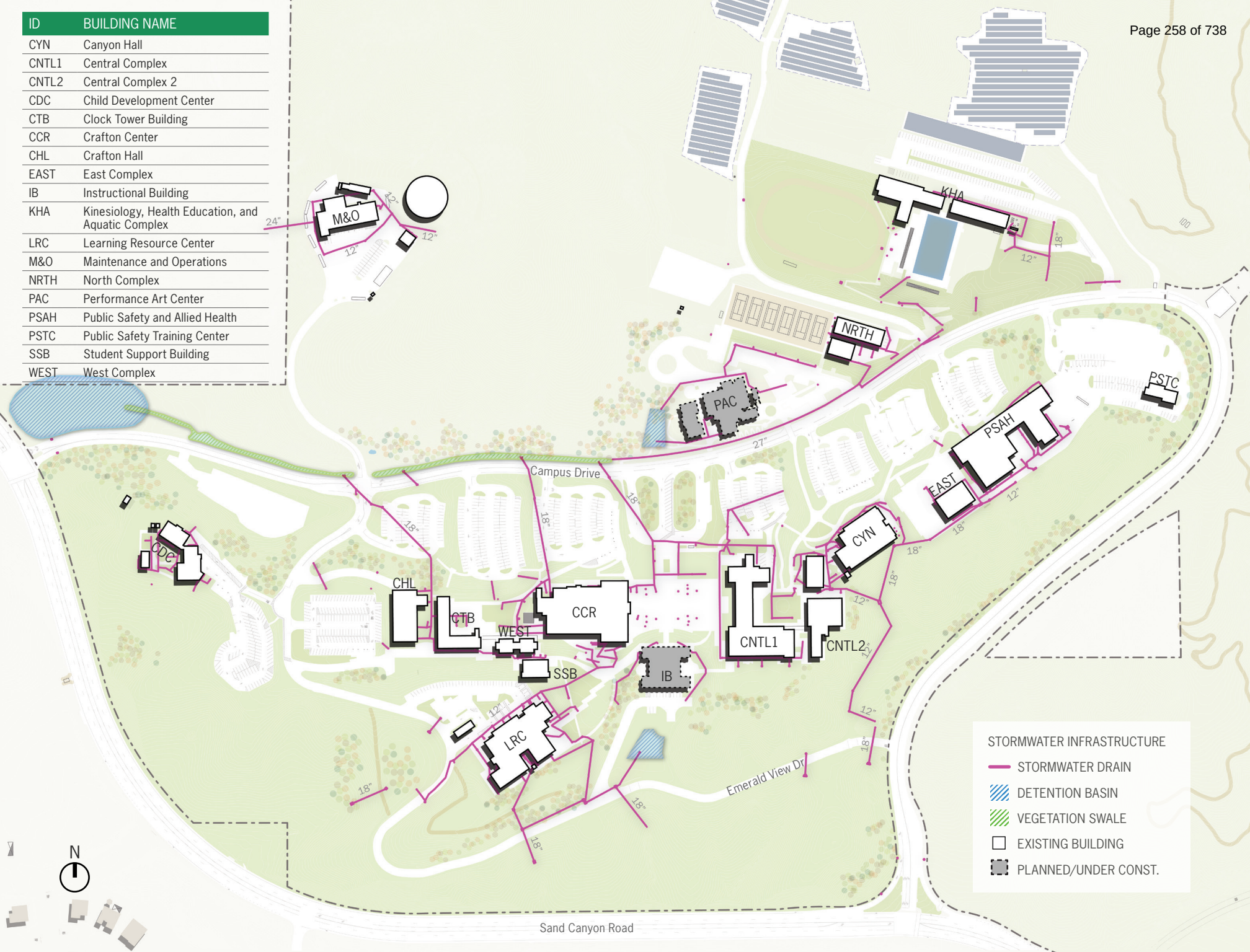

STORMWATER INFRASTRUCTURE

The Crafton Hills College (CHC) campus drains in a generally south and westerly direction to Sand Canyon Road. The campus currently utilizes a detention basin located at the west intersection of Campus Drive and Sand Canyon Road. The basin discharges via overland flow to an unnamed creek which eventually discharges to San Timoteo Creek. Another basin is located east of Canyon Hall, eventually discharging to San Timoteo Creek. The existing campus possesses a few stormwater best management practices (BMPs) to address water quality. Some are currently in use while others have the potential to be utilized. Descriptions of both types of BMPs are below.

Vegetated Swale – The campus's existing vegetated swale provides pre-treatment filtration for on-onsite runoff. Vegetated swales are open, shallow channels, lined with vegetative cover that collect and slowly convey runoff to downstream discharge points.

Detention Basin - A dry extended detention basin consists of a basin whose outlet has been designed to detain the stormwater runoff from a water quality design storm. Generally, the water is detained for a minimum of 48 hours to allow sediment and other pollutants to settle. They do not have a permanent pool and can be used to provide flood control by including additional flood detention storage. Buildings that have detention basins and/or underground storage include the PAC, Crafton Center, and KHA buildings.

There are no storm drain issues. Recent updates include extension of storm drain system to serve the new PAC building.

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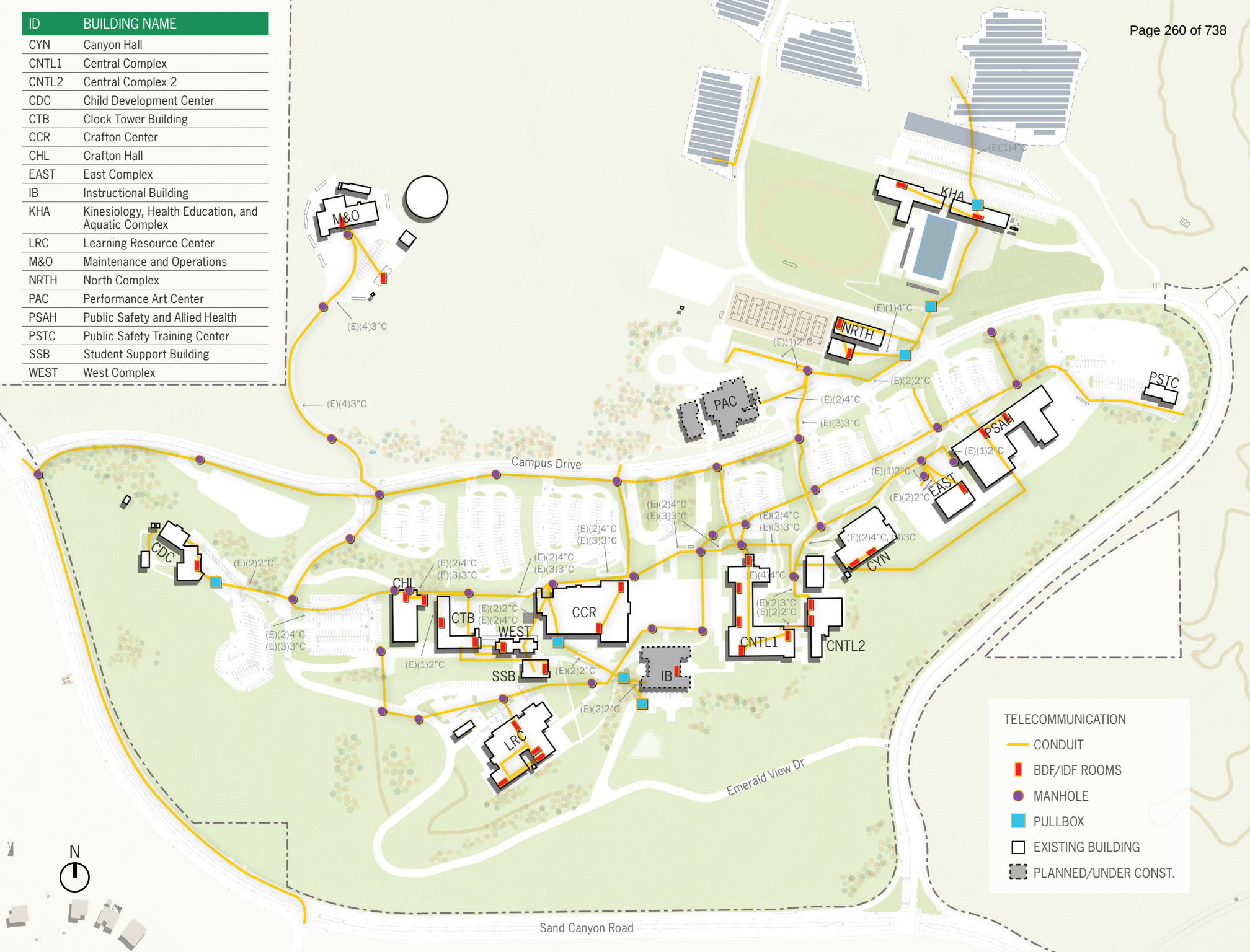

TELECOMMUNICATION

The campus telecommunications services are derived from AT&T. The AT&T incoming service runs along Sand Canyon Road, entering from the northwest side of the campus and following Campus Drive up to the MPOE room, in front of the Central Complex 1. The telecommunications services to the campus are served from a main distribution frame (MDF), located within the Learning Resources Center (LRC), in the lower portion of the campus. The new server room/ MDF consists of a mix of 4-post racks and network server cabinets, that are laid out in two aisles and air cooled with in-ceiling duct work that is directed towards each rack and cabinet. There is also a centralized battery backup system for all the network equipment within the room and additional battery backup systems, out at the individual server rooms. There is a Nortel VOIP phone system serving the campus and is distributed via fiber to the individual campus buildings; the main equipment is located in the first rack of the Central Complex 1. Although the MDF is the main distribution, the fiber infrastructure comes from a back room in the Central Complex, just outside of Campus Police.

Each IDF room currently has (at a minimum), (1) 6 strand Single-Mode fiber and (1) 12 strand Multi-Mode fiber, terminated on the backboard in a NEMA enclosure, or directly within the server rack in a rack mounted LIU enclosure. There is a mix of Single-Mode and Multi-Mode fiber cabling to feed out to the other IDF's/ server rooms, for interconnections, back to the MDF, BDF, or dedicated network closet. There is copper feed cabling installed in each IDF and there is a minimum of (1) 25-Pair feed cable terminated on the backboard and in some instances within the server racks. The existing copper feed cabling that was not is use (or abandoned), was removed from the IDF backboards and IDF feed conduits, when the new fiber cable infrastructure was installed.

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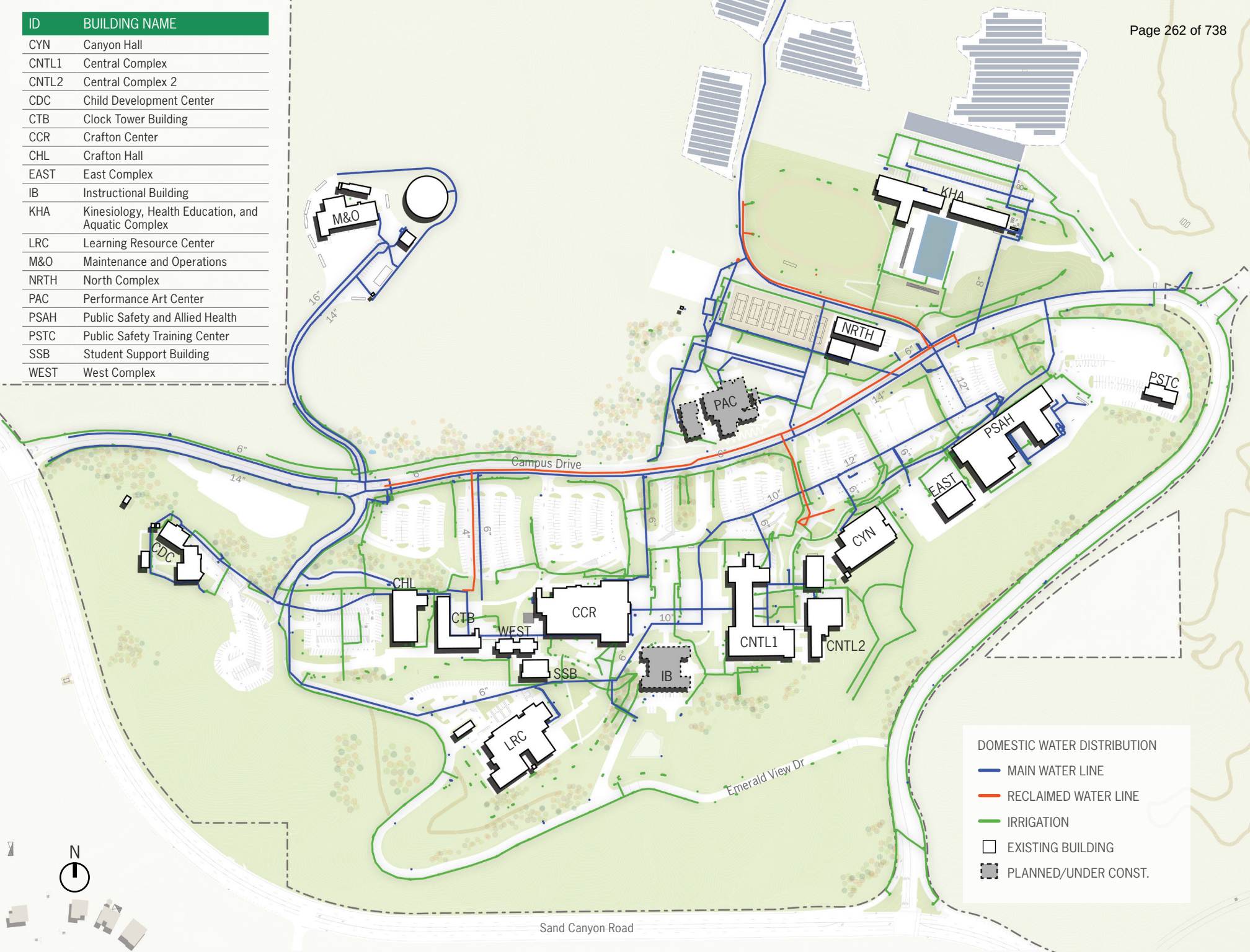


WATER SYSTEM/IRRIGATION

CHC has a public combined backbone water system for the campus. Two tanks owned and operated by the City of Redlands (City) are located up the hill from the main campus area. Individual water services for domestic consumption and for firefighting purposes are provided at several locations along Campus Drive. The existing irrigation water is drawn from the existing potable meters without sub-metering. A non-potable/ recycled water line has been installed to serve the campus and reduce the potable water usage and sewer capacity fees.

The existing domestic services are connected to the public 14" Cement-Mortar Lined and Coated main in Campus Drive. This public main is served by the highest water tank located up the hill from the main portion of campus and has an approximate elevation of 2560' at its base. The main portions of campus vary in elevation from approximately 2360' to 2260', thus pressures in the main are estimated to be 130 psi to 90 psi respectively.

The existing YVWD 16" Ductile Iron (DI) recycled water main in Sand Canyon Rd has reduced pressure, via downstream pressure regulators, of 2340', or approximately 60 psi at both entrances to CHC. The recycled water main operates at +/- 130 psi.

An evaluation of the existing water/irrigation water system revealed that the system adequately supports the demand of existing buildings and landscape areas with no significant pipe losses due to pipe size or elevation. The campus irrigation system has been converted to and is served by the YVWD recycled water in 2024. Parking Lot L needs to be converted from domestic to the recycled water.

The irrigation control system was replaced with a new CalSense control system in 2021-2022.

There are discussions with YVWD to deed land to accommodate future reservoirs, approximately two ~500K gallon reservoirs.



CHC3

GUIDING PRINCIPLES, SPACE NEEDS, AND PROGRAM NEEDS


CENTRAL COMPLEX

INTRODUCTION

Planning themes, principles, space needs, and program needs for CHC's campus were derived through engagement, tours, analysis, previous studies, and trends in higher education.

Overarching Master Plan Themes, established for the entire SBCCD Facilities Master Plan, and CHC specific Planning Principles serve as a framework and guide for all future physical investments in CHC's campus facilities and infrastructure.

Data derived from program and space needs guide the recommendations in this Plan. A space utilization study, space needs assessment, and engagement on educational program growth provides guidance on the level of investment in various space types, both in terms of quantity of space and quality of space. Ultimately, the plan addresses these program needs under the umbrella of the guiding principles.





FACILITIES MASTER PLAN DISTRICT-WIDE THEMES

MODERNIZE FACILITIES:
Modernize existing facilities to propel excellence and community prosperity.

RIGHT-SIZE & MAXIMIZE EFFICIENCY:
Right-size and equitably redistribute space and services to maximize efficiency and respond to trends in higher education.

FOSTER A SUSTAINABLE FUTURE:
Ensure development addresses each of the goals within the Sustainability Plan, prioritizing resource conservation and the well-being of people and the planet.

DESIGN FOR SAFETY & INCLUSIVITY:
Design a built environment that fosters a safe and welcoming setting for students, faculty, and staff.

BUILD COMMUNITY & FOSTER COLLABORATION:
Create spaces for events and daily gatherings to build community and foster collaboration.

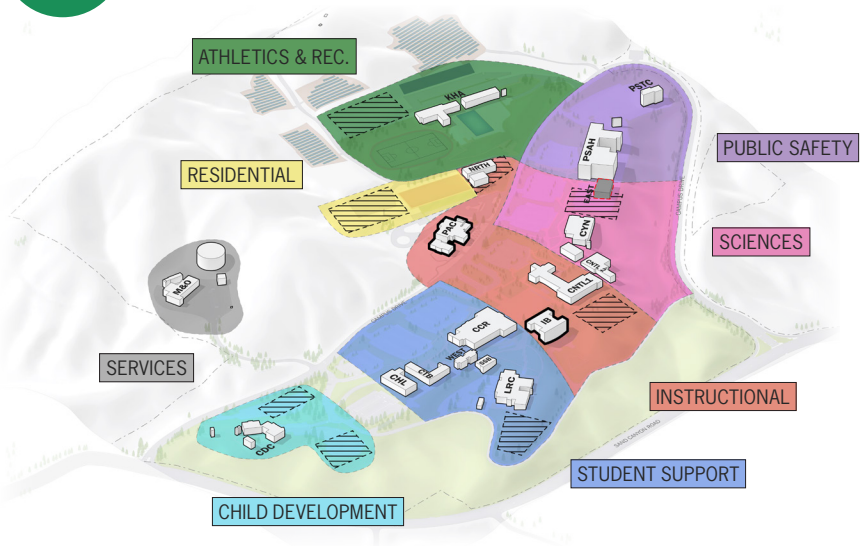
IMPROVE BRANDING, WAYFINDING, ART:
Improve branding, wayfinding, and public art to strengthen SBCCD's identity.

CREATE FLEXIBLE CLASSROOMS & SUPPORT ACTIVE LEARNING:
Design classrooms for flexibility and active learning to facilitate a collaborative learning environment.

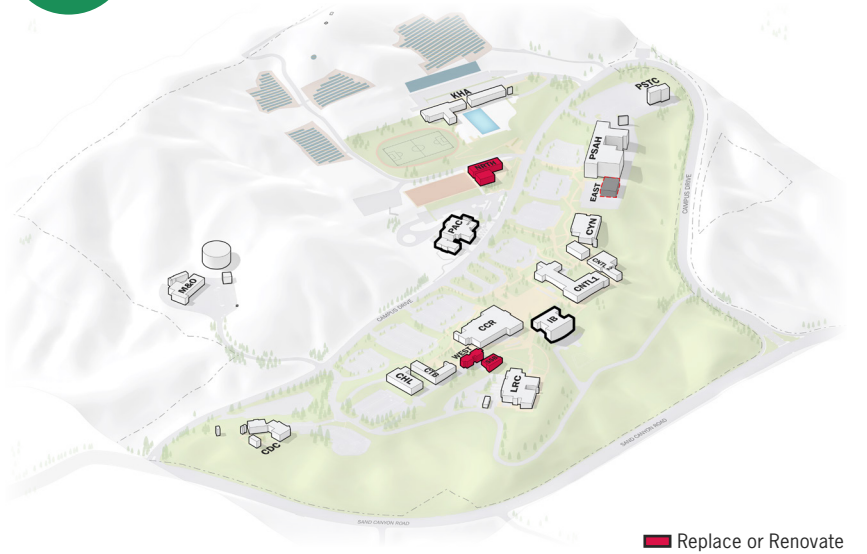
CHC GUIDING PRINCIPLES

The guiding principles set the overall vision and key values for planning decisions that impact the physical campus. Guiding the direction of the Plan, the projects that compose the future vision of campus serve to meet multiple principles.

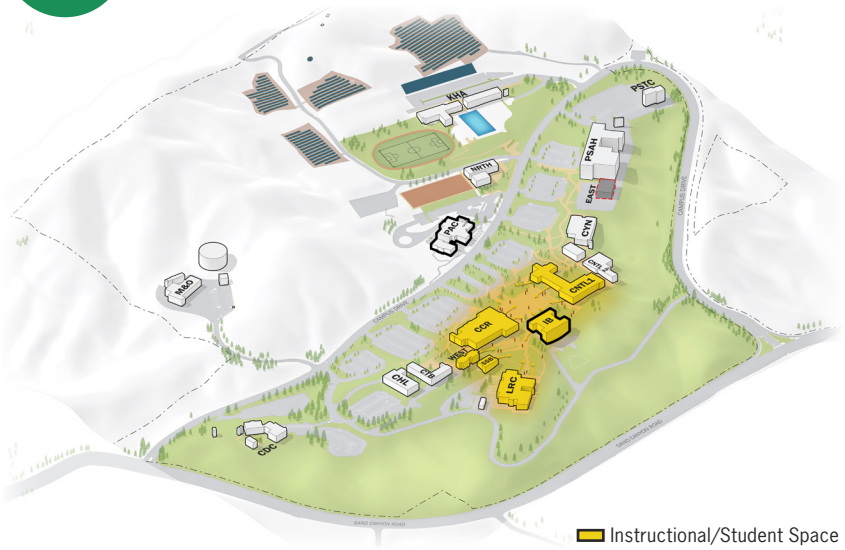
Reinforce “Functional Zones” through infill sites



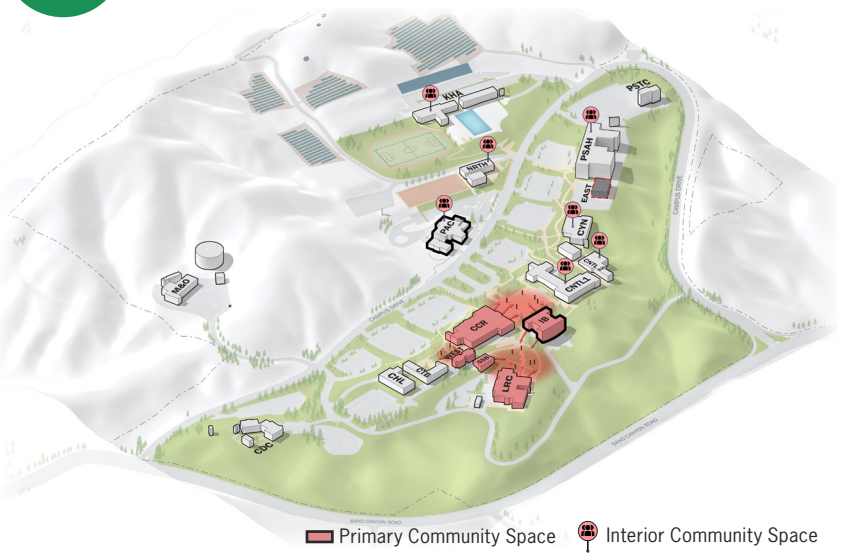
Replace or renovate modular and aging buildings



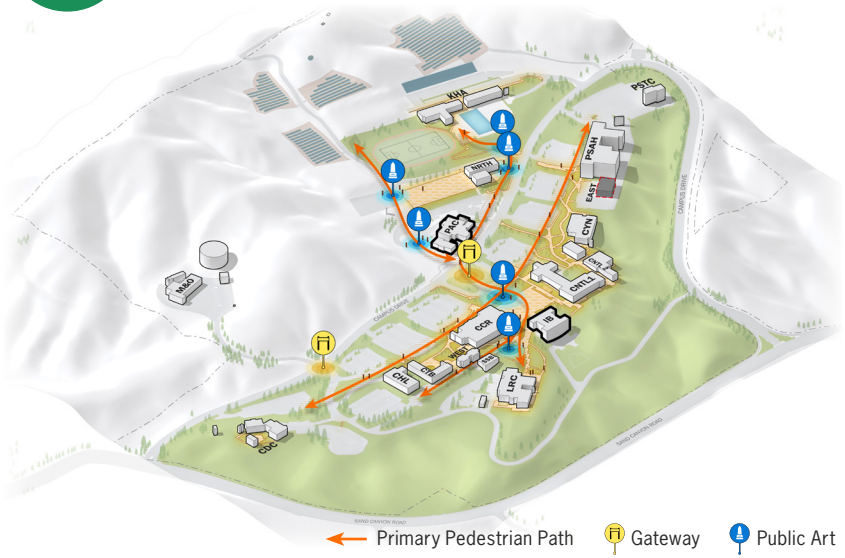
Consolidate instructional and student services space at the center of campus



Add gathering and community space for students



Showcase the campus identity through placemaking



SPACE ANALYSIS

OVERVIEW

A space utilization study and space needs assessment are tools that quantitatively analyze campus space types to inform decision-making regarding physical planning and resources. The **Space Utilization Study** measures and analyzes the efficiency of instructional room usage (classroom and laboratory space) during a designated term. The **Space Needs Assessment** quantifies the amount of space CHC currently utilizes, and calculates the ideal quantity of space needed in the future based upon specific metrics and strategic enrollment growth and goals. As a mathematical model, these studies serve as a baseline to understand how space can best serve CHC, assuming state standards and best practices. In combination with programmatic input, facilities conditions, and qualitative data, both studies contribute to identifying opportunities for new, re-purposed, or elimination of space.

Both studies utilize The Board of Governors of the California Community Colleges Policy on Utilization and Space Standards (referred to as CA BOG Standards) as the measurable standard. These standards are used to assess space use of current facilities and plan development of future facilities, specifically for state-mandated Cap Load categories. The adjacent table outlines the varying space types studied through this process.

Note the full Space Utilization Study and Space Needs Assessment can be found in the Appendix.

SPACE TYPE	CAP LOAD	UTILIZATION STUDY	NEEDS ASSESSMENT
Classroom	●	●	●
Class Laboratories	●	●	●
Open Laboratories		●	●
Library & Study	●		●
Workspace	●		●
AV/TV	●		●
Student-centered			●
Assembly/Meeting/Exhibition			●
Health & Recreation			●
Dining & Merchandising			●







SPACE UTILIZATION STUDY

INTRODUCTION

The Space Utilization Study (SUS) was conducted by ALMA Strategies and San Bernardino Community College District to better understand the most current on campus instructional space use and efficiency at Crafton Hills College.

METHODOLOGY

ALMA Strategies employed State efficiency metrics to measure the hourly instructional utilization and Weekly Student Contact Hours (WSCH) capacity and actual generation of each instructional room.

The analysis utilizes District instructional and scheduling data for Fall 2023 and the Campus 2023 Space Inventory from the California Community College Chancellor's Office FUSION (Facilities Utilization Space Inventory Option Net).

The analysis looks at two key metrics: Weekly Student Contact Hours (WSCH) Efficiency and Room Use Efficiency.

Weekly Student Contact Hours (WSCH) Efficiency analyzes WSCH generated versus WSCH Capacity. WSCH generated refers to the number of contact hours an instructional room generates per week based on the number of enrolled students and contact hours schedule. WSCH Capacity refers to the capability of a room to host a maximum number of contact hours per week according to room use type, size, and Title 5 Standards.

Room Use Efficiency (RUE) is a sliding scale based on Average Station Occupancy and Contact Hours per Week. Room Use Efficiency is an inclusive metric that takes all Title 5 Standards for space utilization into account to determine an individual room's overall efficiency rate.

Classroom Findings

WSCH Efficiency: 35%

RUE Average: 40%

BUILDING NAME	ROOM COUNT	AVERAGE RUE
Crafton Center	1	6%
Kin, Hlth, & Aquatics	1	9%
Learning Resource Center	3	12%
Performing Arts Center	2	16%
Central Complex 2	2	23%
West Complex	11	25%
North Complex	2	26%
Visual Arts	2	27%
Canyon Hall	2	35%
Central Complex 1	11	35%
East Complex 2	3	47%
Public Safety & Allied Health	9	161%
CAMPUSWIDE AVERAGE	**49**	**40%**

Laboratory Findings

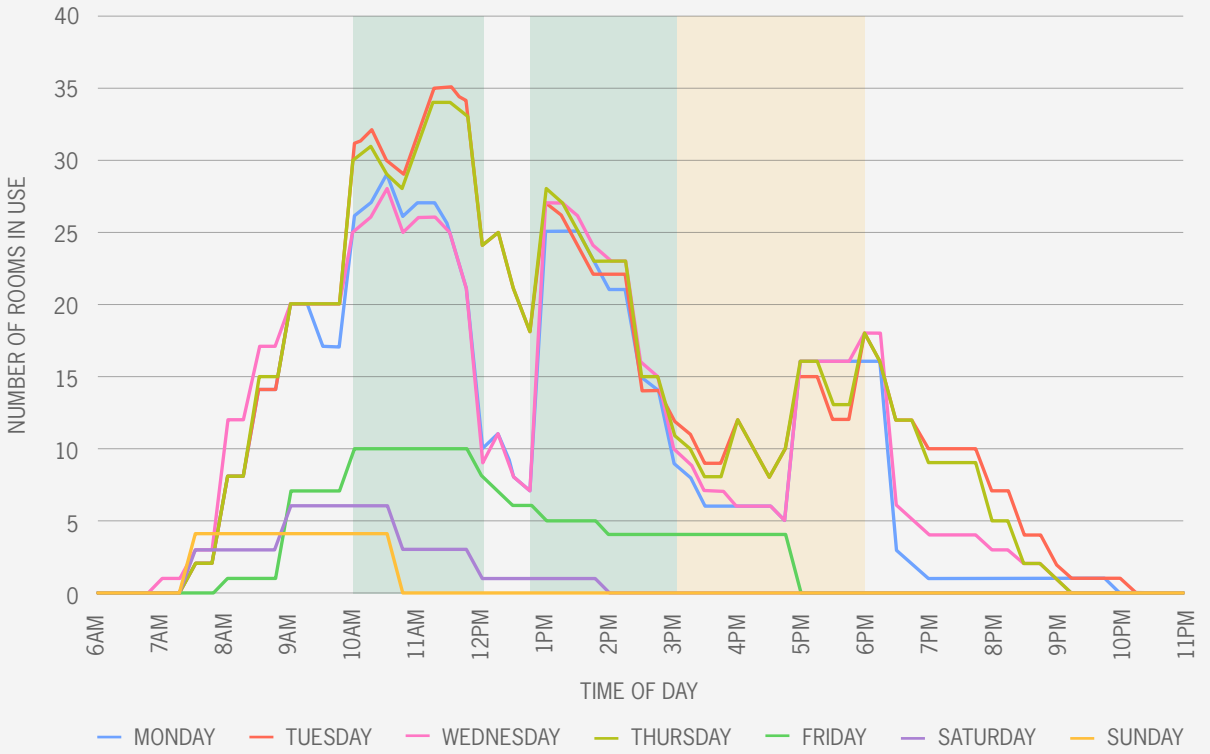
WSCH Efficiency: 69%

RUE Average: 66%

BUILDING NAME	ROOM COUNT	AVERAGE RUE
Learning Resource Center	1	0%
Public Safety & Allied Health*	3	0%
Performing Arts Center	2	14%
North Complex	2	28%
Central Complex 1	5	55%
East Complex 2	1	74%
Visual Arts	5	75%
Canyon Hall	8	80%
Central Complex 2	6	101%
CAMPUSWIDE AVERAGE	**33**	**66%**

*Note: Public Safety & Allied Health labs are dedicated for EMS and Fire programs, and scheduled internally by those programs. Therefore, the data does not reflect their usage.

LECTURE USE BY HOUR OF DAY



Peak

Classroom and assembly lecture spaces across CHC peaked between **10am and 12pm** in the first half of the day and then peak again between **1pm to 3pm**. At the peak of lecture space usage, up to **35 of 49** lecture rooms were being used. While this may indicate the room usage is high, the actual utilization of each room varies.

Drop

Room usage drops off **after 3pm** with a slight increase at 6pm.

The precipitous drop off in lecture space occurred early in the morning (6am - 8am), late afternoon (3pm - 5pm), and evening into night (8pm - 10pm). These times aligned with how students would typically expect their courses to be scheduled.

Source: ALMA Space Utilization Study

FINDINGS: UTILIZATION OF CLASSROOMS (LECTURE)

During the Fall 2023, CHC used lecture spaces at a WSCH efficiency of approximately 35% (including assembly lecture spaces). The utilized 36 classroom lecture plus 13 assembly lecture spaces spread across campus totals an estimated 47,821 ASF and are capable of hosting approximately 75,787 lecture WSCH. The WSCH generated on campus in these lecture spaces totals about 26,174 lecture WSCH, which represents the 35% WSCH efficiency.

Campus-wide, lecture rooms (including assembly lecture spaces) were being used at an average room use efficiency (RUE) of 40%. This measure takes into account all combined course activities in those lecture spaces across the campus (contact hours, enrollment, and station occupancy) on a weekly basis. While a high-level measurement, this also somewhat correlates with the on campus WSCH Efficiency (35%).

The West Complex, Central Complex 1, and Public Safety & Allied Health Building make up 55% of the campus' total lecture WSCH Capacity and combine for 31 of the 49 lecture type spaces on campus.

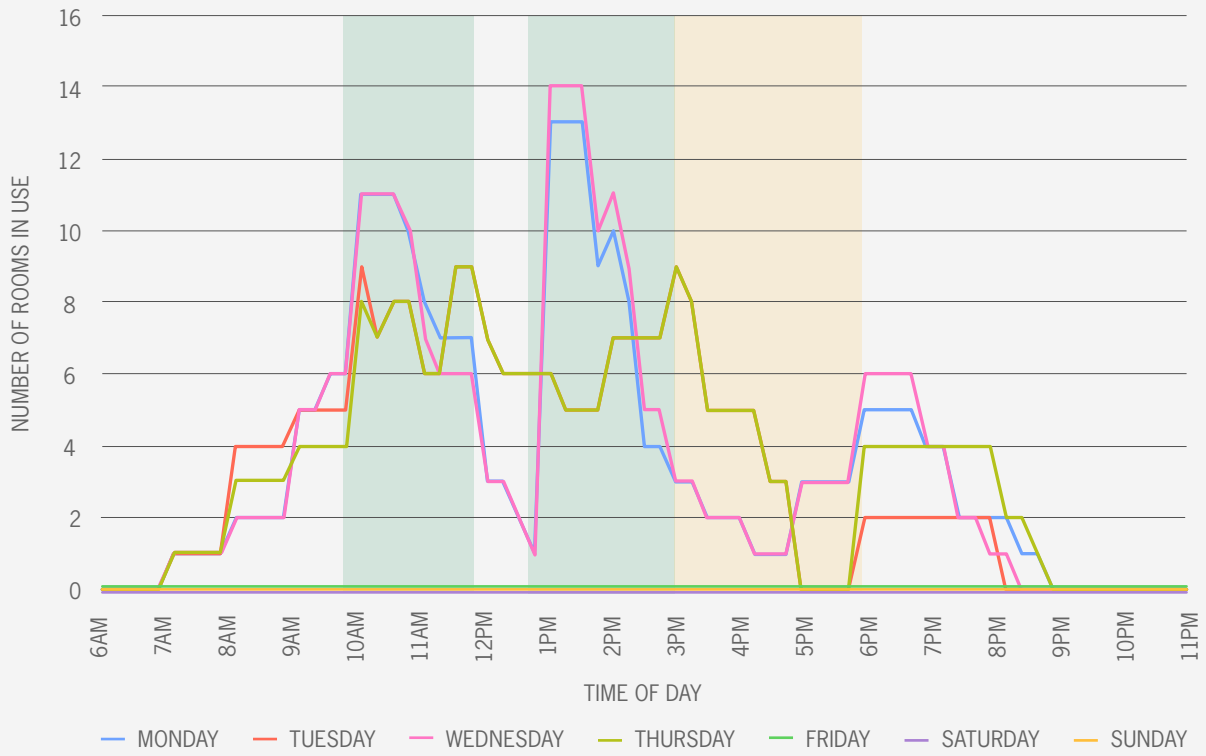
FINDINGS: UTILIZATION OF LABORATORIES

During Fall 2023, CHC used laboratory spaces at a WSCH efficiency of approximately 69% of capacity. The majority of lab spaces, which are primarily labeled as class lab per the space inventory, consist of 33 total rooms, totaling an estimated 35,408 ASF, with the capability of hosting about 15,245 lab WSCH. Specialized class lab categories, including study labs and non-class labs, total 6 rooms across campus for an estimated 1,693 ASF.

Campus-wide, labs were being used at a room use efficiency (RUE) of 66%. Typically, the average RUE of labs trends higher than lecture spaces since students need the in-person component in order to conduct course requirements. However, 2 of the 9 buildings have 0% RUE, which brings the average down. The 66% campus-wide average also takes into account lab spaces in buildings that either do not utilize the lab space or are not regularly scheduled with instruction but are used by students in capacities such as tutoring or computer stations.

Similar to lecture rooms, buildings typically only contain a few lab rooms. The Central Complex 1, Canyon Hall, and Central Complex 2 buildings combine for 19 of the 33 coded labs and 69% of the campus' total lab WSCH Capacity.

LAB USE BY HOUR OF DAY



Peak

Laboratory spaces across CHC peaked between **10am and 12pm** in the first half of the day and then peak again between **1pm to 3pm**. At the peak of lecture space usage, up to as many as **14 of 16** lab rooms were being used.

Drop

Lab usage dropped off **after 3pm** with a slight increase at 6pm.

The precipitous drop off in lab space usage occurred early in the morning (6am - 8am), late afternoon (3pm - 5pm), and evening into night (8pm - 10pm). These times aligned with how students would typically expect their courses to be scheduled.

Source: ALMA Space Utilization Study

SPACE NEEDS ASSESSMENT

INTRODUCTION

The Space Needs Assessment was conducted by DLR Group and San Bernardino Community College District to quantify existing space utilized and to calculate the ideal quantity of space needed in the future based upon specific metrics and strategic enrollment growth and goals.

METHODOLOGY

Space needs calculations are developed using metrics established by the California Board of Governors and industry standards when necessary (noted in the "Standards and Metrics" section of this report). These calculations rely heavily on the inputs of current and future Full-Time Equivalent Students (FTES), Weekly Student Contact Hours (WSCH) and Full-Time Equivalent Faculty (FTEF). Using the current space inventory as a baseline, each space type is calculated on a square footage level for what Crafton Hills College should have today and what will be needed in 2028 and 2033. The following section outlines the key inputs and standards utilized to calculate the space needs.

Existing Space

Quantifying existing space serves as the baseline to compare against ideal existing need and future need calculations. This Assessment utilizes the FUSION Space Inventory, as it existed in March 2024. The inventory was then updated with space impacts from Phase 00 projects (projects funded by Measure CC/Measure M). These projects are assumed as a part of the existing baseline for the purposes of the Facilities Master Plan.

SPACE CATEGORY	ASF	% of Space
Instructional	**96,424**	**36%**
Classroom	40,536	15%
Class Laboratory	54,179	20%
Open Laboratory	1,709	1%
Workspace	**39,521**	**15%**
Library and Study	**32,349**	**12%**
General Use	**42,307**	**16%**
Student-centered	4,574	2%
Assembly/Meeting	31,107	12%
Exhibition	3,766	1%
AV/TV	2,860	1%
Dining & Merchandising	**9,978**	**4%**
Merchandising	4,184	2%
Food Facility	5,794	2%
Health & Recreation	**11,669**	**4%**
Athletics & Rec.	10.096	4%
Health & Well Being	1,573	1%
Campus Service	**27,678**	**10%**
Child Development	**6,212**	**2%**
Unclassified	**1,141**	**0%**
Other	**240**	**0%**
TOTAL	**267,519**	

Notes:
- The Field Building is included in Class Laboratory
- Workspace includes some 680 Meeting Rooms that serve as conference rooms and 650 Lounge or 690 Locker Room space that serves as office service.
- Other is M&O offices.

FTES, WSCH, and FTEF Projections

As referenced earlier, space needs calculations rely heavily on the inputs of current and future FTES, WSCH, and FTEF. An important delineation for FTES is the FTES in-person versus the FTES online, as space needs are impacted by students visiting and interacting on campus. Additionally, for calculations regarding instructional space, it is important to understand what percentage of WSCH occurs in lecture/classroom spaces versus laboratory spaces.

The District provided actual enrollment data for Fall 2023 and Fall 2024. Additionally, the District provided target enrollment growth percentages for Fiscal Year 25 through Fiscal Year 29. The assessment projected enrollment from Fall 2024 (actual) data utilizing these percentages through 2029. For 2029 - 2033, the Assessment assumes 1% growth, year over year.

For the purposes of the Assessment, all future projections assume 100% in-person versus 0% online enrollment. The goal is to test the capacity of campus spaces, as the College pursues bringing more students back in-person. Note the enrollment numbers utilized are from Main Campus and do not include Off-Campus FTES.

The adjacent table outlines the FTES numbers and growth percentages used in this study, as well as the on campus versus online split.

The WSCH split between lecture and lab is derived from the Fall 2023 course data. The data was analyzed to calculate WSCH from all sources. On campus lecture equates to 67.9% of WSCH on campus; on campus lab equates to 29% of WSCH on campus; And on campus PE equates to 3.1% of WSCH on campus. These percentages factor into the FTES input for space projections for classroom and laboratory space (see tables below).

FTEF is utilized to calculate workspace needs. Existing and future faculty and staff counts were provided by the District and the College.

Full Time Equivalent Student (FTES Data)

FALL TERM	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
% Growth	**(ACTUAL)**	**4%**	**4%**	**4%**	**4%**	**1%**	**1%**	**1%**	**1%**	**1%**
TOTAL FTES (Main Campus)	1,985	2,064	2,147	2,233	2,322	2,345	2,369	2,393	2,416	2,441
In-Person FTES	1,299	2,064	2,147	2,233	2,322	2,345	2,369	2,393	2,416	2,441
% On campus	60.4%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Online FTES	686	0	0	0	0	0	0	0	0	0
% Online	39.6%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Note: FTES from Main Campus was utilized for the Assessment. Off-Campus FTES are not factored into space needs.

FALL TERM	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
% Growth	**(ACTUAL)**	**4%**	**4%**	**4%**	**4%**	**1%**	**1%**	**1%**	**1%**	**1%**
On Campus FTES	1,299	2,064	2,147	2,233	2,322	2,345	2,369	2,393	2,416	2,441
% On Campus Lecture	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%
On Campus Lecture	882	1,402	1,458	1,516	1,577	1,593	1,608	1,625	1,641	1,657
% On Campus Lab	29%	29%	29%	29%	29%	29%	29%	29%	29%	29%
On Campus Lab	377	599	623	648	673	680	687	694	701	708
% On Campus PE	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
On Campus PE	40	64	67	69	72	73	73	74	75	76



Standards & Metrics

Standards and metrics are applied to the people (FTES, FTEF, WSCH) inputs to calculate the ultimate need. The following standards are applied in this assessment:

California Board of Governors

The Board of Governors of the California Community Colleges Policy on Utilization and Space Standards (referred to as *CA BOG* Standards) is used to assess space use of current facilities and to plan development of future facilities. The standards were updated in 2020 and supersede previous utilization targets established by the State of California under Title V.

These standards measure existing and future need for academic spaces such as classrooms, laboratories, library and technology space, and faculty offices. The standards are used in the space assessment to visualize how instructional spaces are being actively utilized and as the guide to calculate future need. The standards represent intense instructional use with expectations that facilities have participants in each space between 40 - 70% of the time in a given 70 hour week.

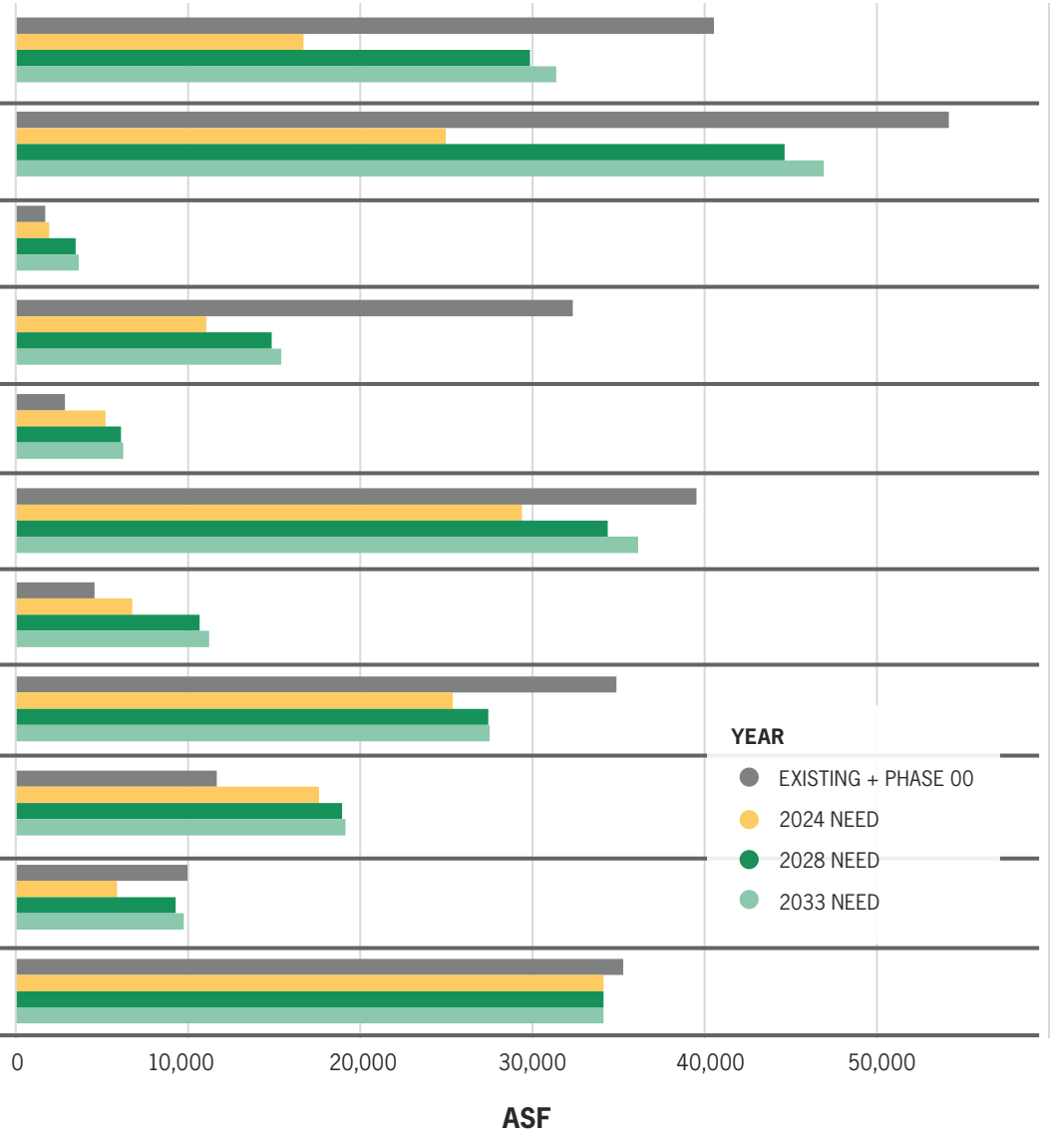
Other Standards

For certain space types, the *CA BOG* does not have set standards. When applicable, standards from *CA Title V,* the *Council of Education Facility Planners (CEFPI)*, and recognized metrics based upon expertise are used. Trends in higher education are referenced throughout to support, challenge, and provide context on results from the space needs analysis.

SPACE TYPE	STANDARDS APPLIED
Classroom	CA BOG
Class Laboratories	CA BOG
Open Laboratories	Best Practices
Library & Study	CA BOG
Workspace	CA BOG
AV/TV	CA BOG
Student-centered	CA Title V
Assembly/Meeting/Exhibition	CEFPI and Best Practices
Health & Recreation	CA Title V
Dining & Merchandising	CEFPI

SPACE NEEDS ASSESSMENT RESULTS

SPACE TYPE	EXISTING + PHASE 00	2024	2028	2033	2033 (+) SURPLUS OR (-) DEFICIT
Classroom	40,536	16,705	29,863	31,386	+ 9,150
Class Laboratory	54,179	24,974	44,645	46,923	+ 7,256
Open Laboratory	1,709	1,949	3,483	3,661	- 1,952
Library & Study	32,349	11,071	14,854	15,418	+16,931
AV/TV	2,860	5,219	6,112	6,246	- 3,386
Workspace	39.521	29,386	34,377	36,131	+ 3,390
Student-centered	4,574	6,764	10,682	11,227	- 6,653
Assembly/ Meeting/ Exhibition	34,873	25,382	27,436	27,519	+ 7,354
Health & Recreation	11,669	17,603	18,948	19,149	- 7,480
Dining & Merchandising	9,978	5,882	9,289	9,762	+ 216
Other*	35,271	34,130	34,130	34,130	+ 1,141
TOTAL	**267,519**	**179,064**	**233,819**	**241,552**	**+25,967**



*Other includes Campus Service, Child Development, Unclassfied; Campus Service will be impacted by construction of future facilities, not by growth of people.

PROGRAM NEEDS & EDUCATIONAL PLAN ALIGNMENT

INTRODUCTION

In addition to space needs, educational and non-educational program needs contribute to the type of space needed and how space is used on campus. Crafton Hills College provided a list of programs that are expected to grow in the next decade. These programs are inputs into the plan, as differing programs require varying types of spaces.

In parallel, a Program Demand Gap Analysis: Environmental Scan and Review of Academic Programs was completed in April 2024 by Lightcast. This report assists in determining the relevant programs to grow and focus on at CHC in relation to the regional economy and labor demand. This report was compared against the College's list of programs, to ensure student success and academic excellence.

PROGRAMS

Medical and STEM Programs

The College is expecting growth in programs within the Medical and STEM fields, including: Nursing, Physical Therapy Assistant, Vocational Nursing, Home Health Aide, and Phlebotomy.

The Environmental Scan outlined Registered Nursing as a program to focus on in terms of quality, and Nursing Assistants and Physical Therapy Assistants as new program opportunities.

These programs require classroom laboratory space with equipment and technology that meet course needs. The North Complex is the current hub of Health Sciences spaces.

Other Educational Programs: Long-Term Growth

Long-term growth was identified for Paralegal, Geology, Geography, Arts, Foreign Languages, and Kinesiology. Paralegal was noted in the Environmental Scan as a new program opportunity. Geography, Art/Art Studies, Kinesiology, and Geology were in the top 10 Associate and Transfer Track degree level gaps. Spanish Language and Literature was noted as an opportunity for growth.

A majority of these programs will rely on classroom spaces and some open lab spaces. Art, Kinesiology, and Geology require class lab spaces as well. The new Performing Arts Center will serve as hub for musical arts related courses. The new Instructional Building will support visual art programs. The existing Kinesiology, Health, and Aquatics Building, and surrounding athletics and recreations spaces serve as the hub for Kinesiology.

Active Learning

A need for active learning spaces was identified through engagement with faculty. There is a desire for more flexible furniture arrangements, technology, and informal classroom arrangements.

Non-Educational Program Needs

Additional program needs beyond academic programs were identified through engagement and previous studies as well, including:

- Student housing
- Gym space for indoor athletics and events
- Collegiate size soccer field
- Instructional pool
- Concentration of student services
- Multi-cultural spaces
- Public art and wayfinding elements

SUMMARY OF NEEDS

Together, the Space Utilization Study and the Space Needs Assessment provide a quantitative lens on how space is being utilized and an estimate of how much space is needed based upon metrics and standards. The Program Needs provide a qualitative lens on what types of functions these spaces need to serve.

CLASSROOM

Crafton Hills College has the opportunity to mature into their classroom spaces as enrollment grows and more students return to campus. As shown by the Utilization Study, there is an opportunity to increase efficiency of use by increasing WSCH in classrooms. This could be done through course scheduling, by offering courses at off-peak hours or off-peak days. Additionally, there is an opportunity to increase average seat occupancy in classrooms and right-size classrooms to typical enrollments.

Although classroom space is physically abundant, these spaces do not always meet the needs of modern teaching and learning methods. Active, more collaborative learning methods are desired on campus, which require greater square footage per seat, flexible furniture, and technology. Renovations and new construction of classrooms should reference the most current District Standards and Campus Guidelines.

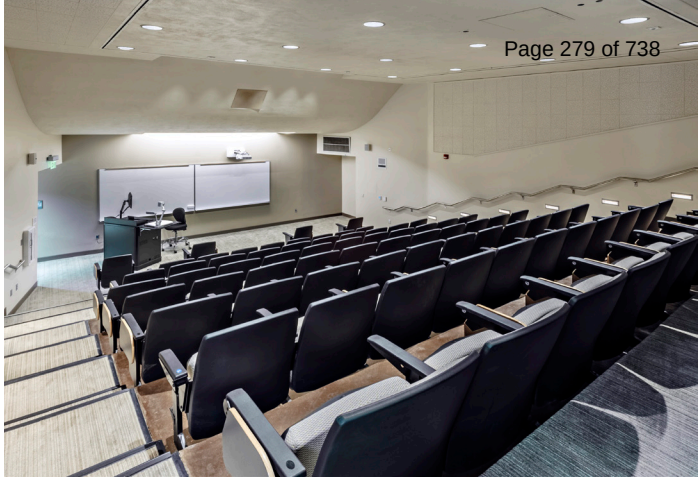
CLASS LABORATORY

Currently, CHC has enough class laboratory space to support existing programs, but this should be continually assessed as programs grow, specifically around the Medical and STEM fields. Several buildings on campus are utilizing labs fairly efficiently, but there is an opportunity to assess underutilized labs in buildings, such as the North Complex, to see how repurposing or renovation may increase utilization. Similar to classrooms, there is an opportunity to assess the course schedule and increase offerings during non-peak hours or days. Additionally, there is an opportunity to increase average seat occupancy in class labs and right-size labs to typical enrollments.

The new Instructional Building and new Performing Arts Center provide modern spaces for growing programs. Future program growth will dictate need for an increase in lab space and renovation of existing lab spaces.

OPEN LABORATORY

Open Laboratory space includes unscheduled lab space that students utilize for outside of class practice, experimentation, study, and work. There is an existing and future need to increase open laboratory space to provide students with the resources for learning and investigation.







LIBRARY & STUDY

CHC has sufficient library and study space. Even with a concentration of space in the Learning Resource Center, the campus provides pockets of study space in other buildings on campus such as the New Instructional Building, Central Complex 1, Canyon Hall, and PSAH. As digital resources become increasingly prominent, there is an opportunity to rethink stack spaces in the library for increased student space, collaboration space, and open labs, such as computer labs.

AUDIO VISUAL / TELEVISION (AV/TV)

Another area of need identified from the assessment is in AV/TV. Virtual and hybrid learning is prominent in teaching modalities today. Facilities such as tech based study areas, “zoom” rooms, and recording studios for teaching should be provided to increase accessibility and flexibility.

WORKSPACE

CHC currently has enough total square footage of workspace to support faculty and staff. Similar to classrooms, even if there is enough space, this space is not always configured to meet the needs of faculty and staff. Also, while there may be enough total space, there may not be an adequate count of offices, as oversized offices cannot be right-sized overnight. Workspace should be accommodated in new construction projects and renovations to support growing programs and growing enrollment. Workspace configurations should be designed to accommodate working styles, considering amount of touchdown/focus work, collaborative work, and meetings. Types of touchdown space may vary between private to open office, to hoteling based upon hybrid work policy and a user’s daily routine. Collaboration and meeting spaces may vary in size and formality. Renovations and new construction of workspace should reference the most current District Standards and Campus Guidelines for sizing and configuration.

STUDENT-CENTERED

Student-centered spaces include lounges, student gathering and student meeting space. These spaces are for students to interact, socialize, restore, or collaborate (this does not take into account outdoor gathering spaces). Student-centered space is projected as an area of need. Student-centered space should be spread across buildings on campus, while also concentrating spaces close to student services.







ASSEMBLY/MEETING/EXHIBITION

The new Performing Arts Center and new Instructional Building are instrumental in providing Assembly and Exhibit space to campus. Crafton Hall, the Learning Resource Center, Crafton Center, and Canyon Hall also provided assembly spaces, that often double as lecture halls. With a need for a new gymnasium, there is an opportunity for this to double as a large indoor event space with bleacher seating.

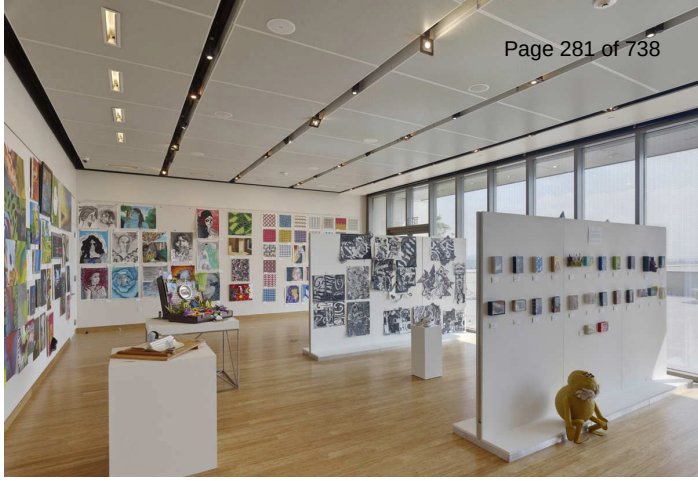
HEALTH & RECREATION

With the demolition of the old gymnasium in 2017, CHC is in need of a new gymnasium to support indoor athletics and recreation. The centralized hub of facilities and fields at the north portion of campus allows synergies between indoor and outdoor athletics and recreation, as well as physical education and kinesiology programs. Sharing of spaces is highly encouraged and supported by the Plan.

CHC currently has an adequate amount of Health Services space, but there are opportunities to locate Health Services with other wellness functions, including counseling.

DINING & MERCHANDISING

There is currently sufficient space in dining and merchandising per the assessment. This space type includes food facilities and the bookstore. Engagement revealed a desire for enhanced vending and food spaces. As enrollment grows and more students return to campus, CHC will need to provide more food facilities to support students, especially if housing is present on campus.









CHC4

CAMPUS VISION PLAN


CENTRAL COMPLEX

VISION PLAN

At Crafton Hills College, the 2024 updated Facilities Master Plan emphasizes validating and completing initiatives from both past and present College and District planning efforts that support and sustain the strategic directions and actions of the CHC Educational Master Plan. The Plan includes several projects focused on expanding academic programs, fostering a sense of community among students, honoring and celebrating the indigenous history of CHC into the future design and naming of spaces, enhancing community outreach, and addressing deferred maintenance. Ultimately, it will serve as a phased roadmap for development and implementation over the next decade and beyond.

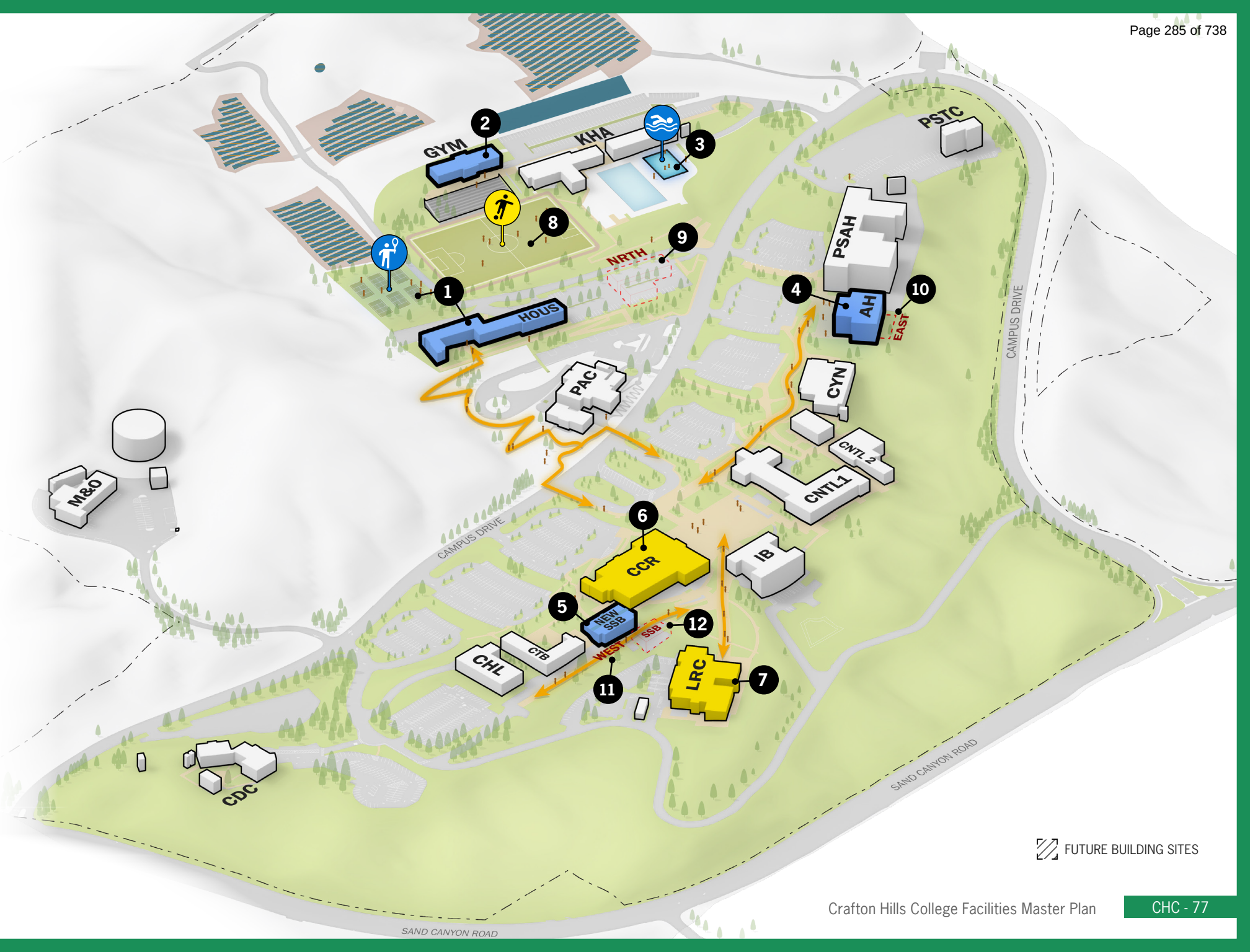
The proposed recommendations are organized into the categories of: New Construction, Renovations, Demolitions, and Campus-Wide Improvements. The following section walks through each of these recommendations in further detail. Altogether, the Plan is designed with flexibility and resiliency in mind, to achieve the goals and mission of Crafton Hills College.

	NEW CONSTRUCTION	GSF
1	Student Housing and Tennis Courts	49,700
2	Gymnasium	19,050
3	Instructional Pool	
4	Allied Health Building	30,000
5	Student Support Building Replacement	11,000

	RENOVATIONS	ASF
6	Crafton Center	5,200
7	Learning Resource Center Stacks Repurposing	1,500
8	Collegiate Size Soccer Field	81,000 (SF)

	DEMOLITIONS	GSF
9	North Complex	10,300
10	East Complex	5,700
11	West Complex	6,800
12	Student Support Building	5,600

	CAMPUS WIDE IMPROVEMENTS
	Alignment with Sustainability Plan
	Placemaking in the Exterior Environment
	Active Learning Classroom Retrofits
	Circulation and Parking
	Infrastructure and Safety


GYM
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CAMPUS DRIVE
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SAND CANYON ROAD
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12
FUTURE BUILDING SITES

FUNCTIONAL ZONES & FUTURE BUILDING SITES

This Plan supports and builds upon the previous planning efforts that introduced the “Campus Functional Zones”. These zones are organizing elements that ensure important synergies between uses and programs.

As described throughout the new construction and renovation projects, each project aims to reinforce or create a Functional Zone:

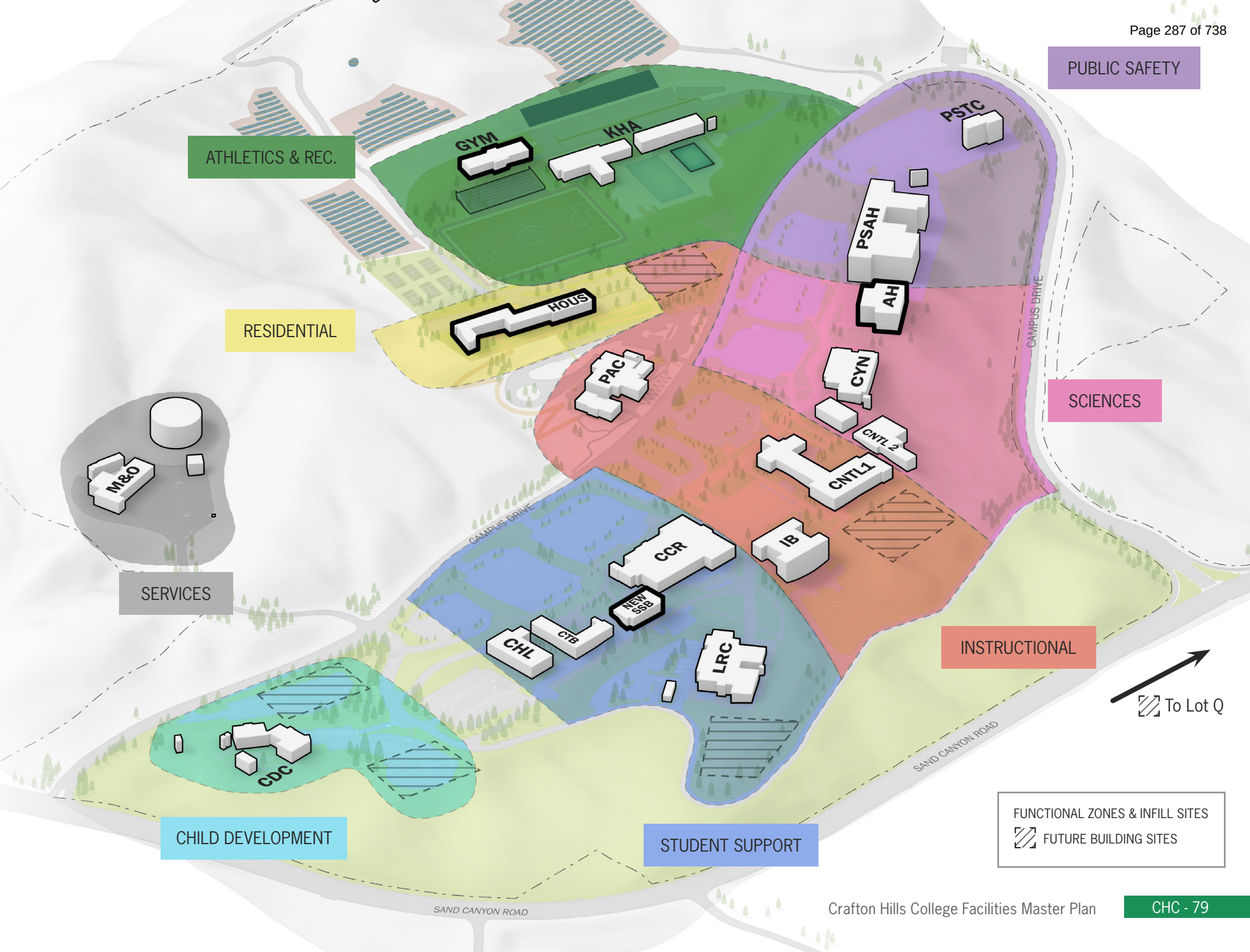
- The Athletics & Recreation zone is supported by the new gymnasium, instructional pool, relocated tennis courts, and repurposed collegiate size soccer field
- The Sciences zone is enhanced with the new Allied Health Building
- The housing project will create a new Housing zone located in between the key Athletics & Recreation and Instructional zones
- Renovations to West Complex, SSB, Crafton Center, and LRC stacks all further the concentration of student support services and student focused space

Campus-wide projects serve to tie the entire campus together, physically and operationally. Transitions between Functional Zones are seamless with campus-wide strategies for placemaking, circulation, sustainability, and infrastructure.

In addition to the projects outlined in the Vision Plan, long-term future building sites have been identified, as Crafton Hills College looks further into the future. These future building sites account for buildable locations that would support the existing development and configuration of campus.

One future site opportunity is Parking Lot Q at the intersection of Sand Canyon and Chapman Heights Road. The site needs a seismic study to determine the constructability of the site, but opportunities for the site include housing, fire/emergency training expansion, or selling/leasing the parcel.

The Functional Zones should remain a guiding element, as these future building sites are considered for development.


PUBLIC SAFETY
ATHLETICS & REC.
GYM
KHA
PSTC
PSAH
AH
RESIDENTIAL
HOUS
CAMPUS DRIVE
PAC
CYN
SCIENCES
CNTL 2
CNTL1
M&O
SERVICES
CAMPUS DRIVE
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NEW SSB
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LRC
INSTRUCTIONAL
To Lot Q
CDC
CHILD DEVELOPMENT
STUDENT SUPPORT
SAND CANYON ROAD
SAND CANYON ROAD
FUNCTIONAL ZONES & INFILL SITES
FUTURE BUILDING SITES

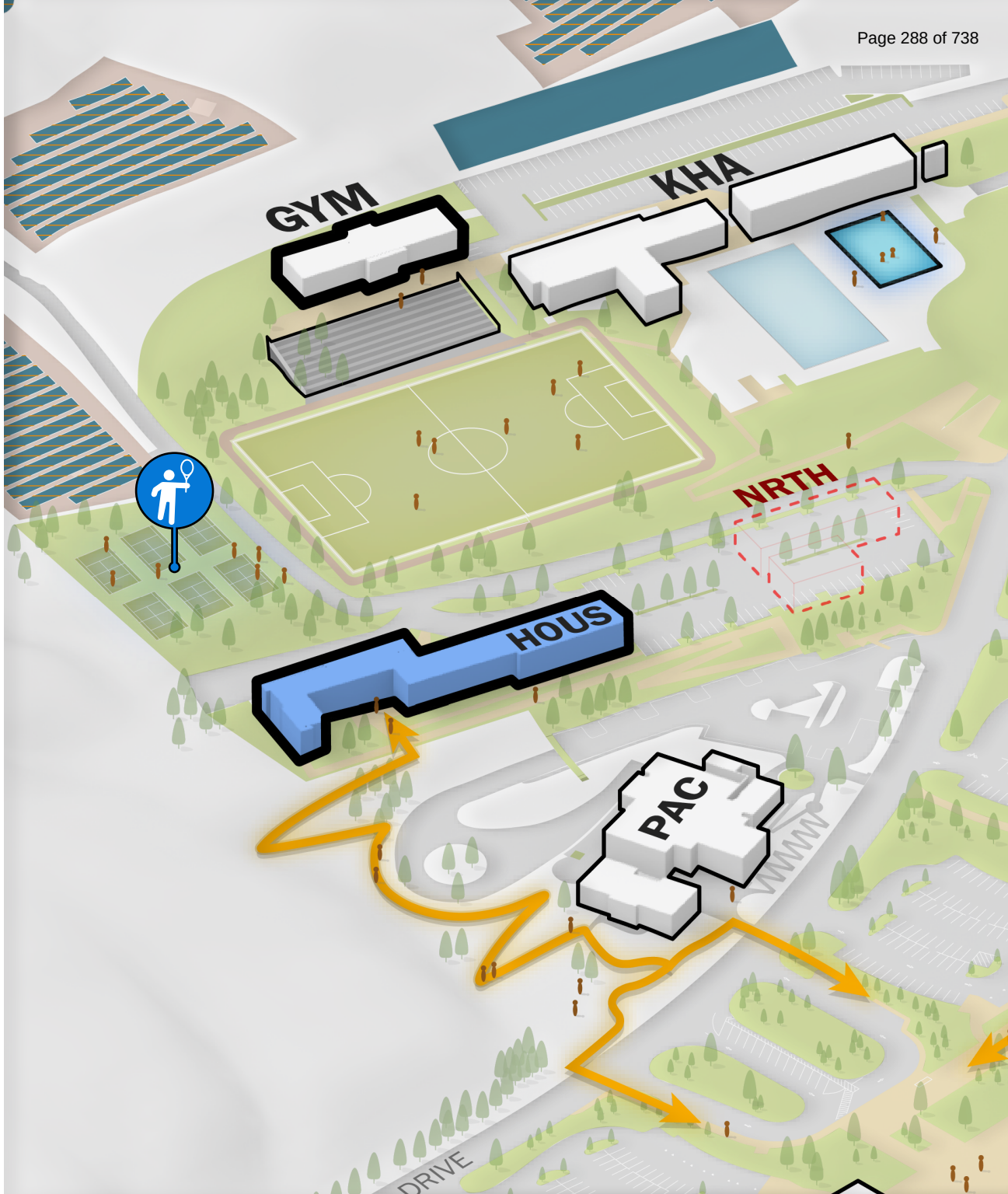
STUDENT HOUSING AND TENNIS COURTS

Size:
33,500 ASF | 49,700 GSF

Building Programs:

- Student Housing (~170 units)
- Tennis Courts Relocation
- Communal Space
- 80-160 parking spaces

A new student housing project will provide quality, affordable, and accessible housing to address basic needs and concerns for students. The complex is planned for approximately 170 micro-units and will be located north of the new Performing Arts Center (PAC) and just to the south of the athletics and recreation area. The existing tennis courts will be relocated north of the new housing complex to further concentrate athletic uses together. The housing complex will be interconnected into campus with pathways, landscaping, and open space improvements. A new parking lot adjacent to the housing development will include 80-160 parking stalls (depending on demolition of North Complex) and a drop-off area. The new facility will promote community, safety, and student well-being.



EDUCATION PLAN ALIGNMENT

- Housing security promotes student success and increases student retention and enrollment
- Provides student access to basic needs and resources, enhancing well-being
- Increases student recruitment and revenue
- Opportunities to expand sustainable practices and linger and learn spaces

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Decreases student vehicle miles traveled to CHC

GUIDING PRINCIPLES ALIGNMENT

This project creates a new functional zone for residential uses

The surrounding site and landscape can contribute to placemaking through public art, open space improvements, and pedestrian connections

The housing project will include community and gathering spaces for students





GYMNASIUM, INSTRUCTIONAL POOL AND COLLEGIATE SIZE SOCCER FIELD

Size:
15,000 ASF | 19,050 GSF (Gym)

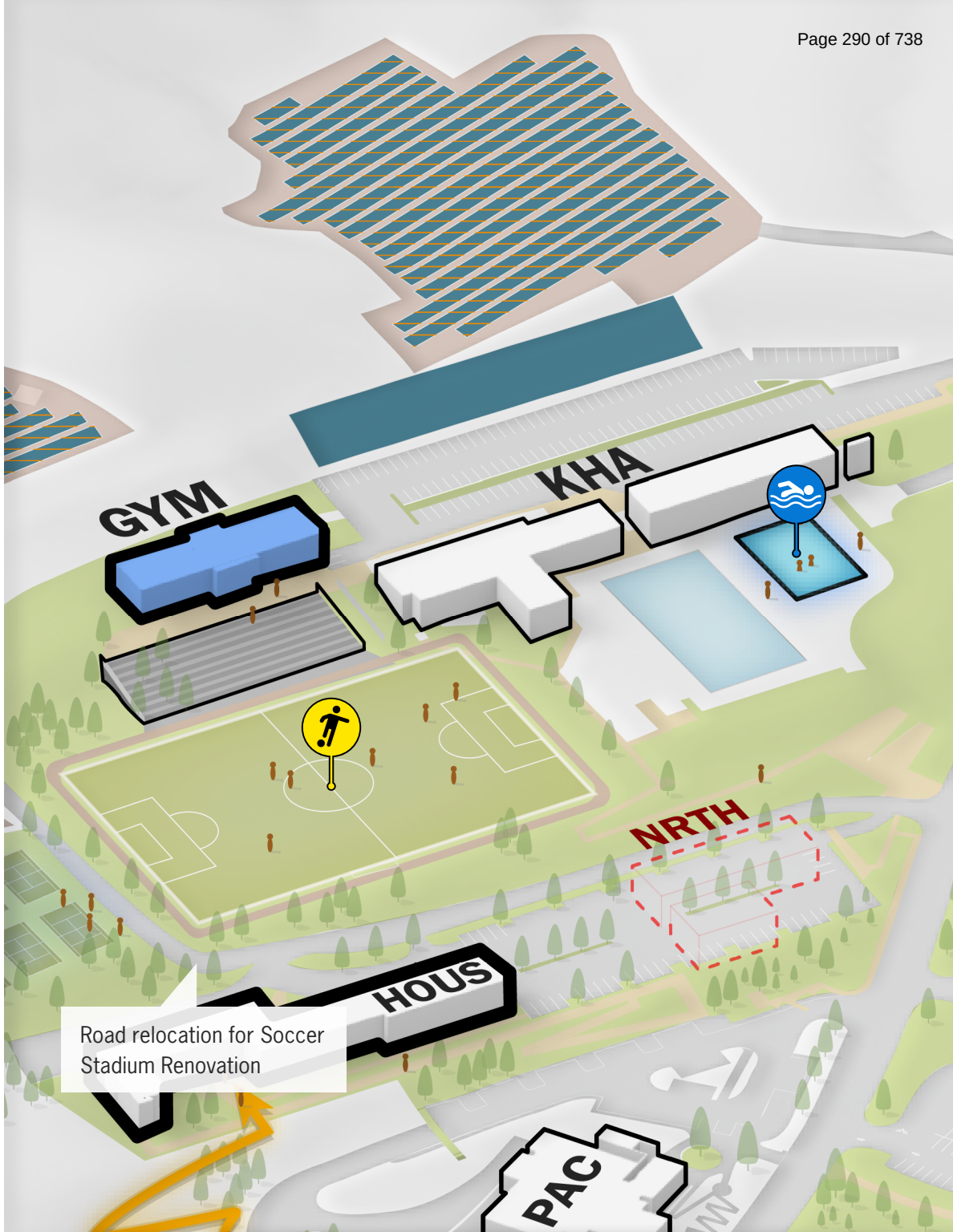
Building Programs:

- Gymnasium
- Bleachers
- Equipment Storage
- Training Room
- Basic Team Rooms; M/W Soccer, Basketball and Volleyball

This project will construct a new gymnasium to replace the gym facility demolished in 2021, meeting the existing and future demands of fitness, wellness, athletics programs, and course curriculums in dance, fitness, and kinesiology. Located adjacent to the existing Kinesiology, Health, and Aquatics Complex, and connected to Parking Lot J, the facility will build synergies between academic programs, athletics, and recreation.

The facility will support instructional classes in dance and fitness dance, basketball, volleyball, badminton, and other physical education programs. Team rooms and equipment storage will be included to support athletic programs. Beyond athletics and recreation use, the gymnasium space with bleachers can also serve as an event space.

In addition to the gymnasium, an instructional pool and collegiate size soccer field are proposed. The instructional pool will supplement the existing, highly-utilized pool with additional aquatic space for instruction, warm-up, and community programs. The existing field will be repurposed to a regulation synthetic soccer field with spectator seating and lights.



EDUCATION PLAN ALIGNMENT

- Facilities that support student well-being also promote student success and increases student retention
- Increases student recruitment and enrollment
- Facilities can support the community, including youth programs
- Opportunities to expand sustainable practices and linger and learn spaces
- Expands resources for students and diversifies types of spaces on campus

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for athletics and recreation

The new field and site improvements around the gym and pool will contribute to identity and provide opportunities for art and branding

Athletics and recreation facilities serve as community and event spaces for students to gather





ALLIED HEALTH BUILDING

Size:
21,000 ASF | 30,000 GSF

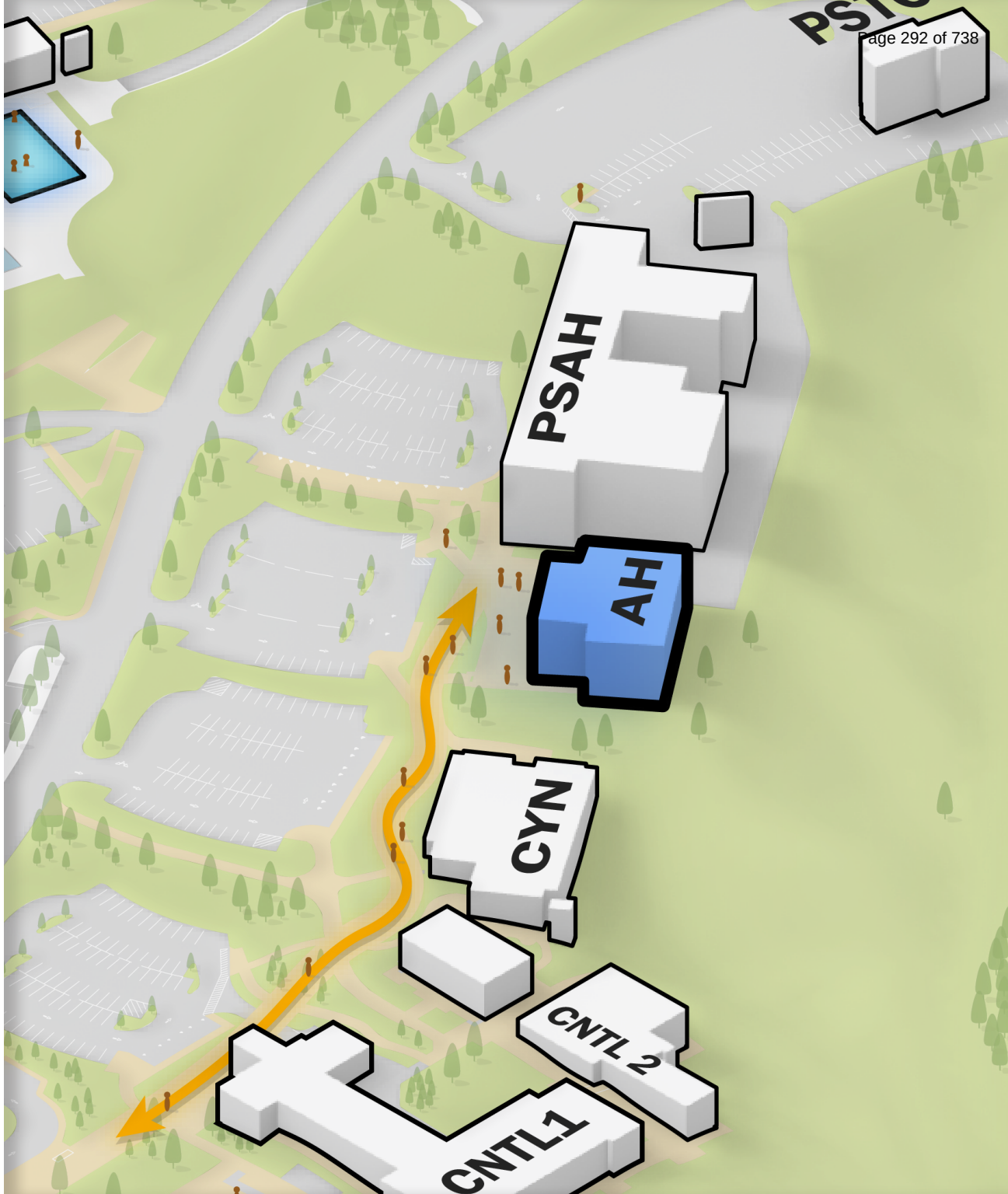
Building Programs:

- Vocational Nursing (LVN)
- Nursing Assistant (CNA)
- Home Health Aide
- Phlebotomy
- Physical Therapy

A new state-of-the-art Allied Health Building will support existing and growing programs including Vocational Nursing (LVN), Nursing Assistant (CNA), Home Health Aid, Phlebotomy, and Physical Therapy Assistants.

The new instructional space and support spaces within the Allied Health Building will enable North Complex to be vacated and eventually demolished. This site becomes a future building site.

Located adjacent to Canyon Hall, this building will require the demolition of the East Complex. The Allied Health Building will strengthen the concentration of sciences in this area of campus. The new building will be interconnected with pedestrian pathways and open space improvements.



EDUCATION PLAN ALIGNMENT

- Provides space and state-of-the-art facilities for new and growing medical health-related programs
- Increases student recruitment and enrollment
- Opportunities to expand sustainable practices and linger and learn spaces
- Expands resources for students and diversifies types of spaces on campus

SUSTAINABILITY PLAN ALIGNMENT

- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Enables removal of an aging facility

GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for the sciences

Enables the replacement of the North Complex

Site improvements around the building will contribute to placemaking through public art, open space improvements, and pedestrian connections





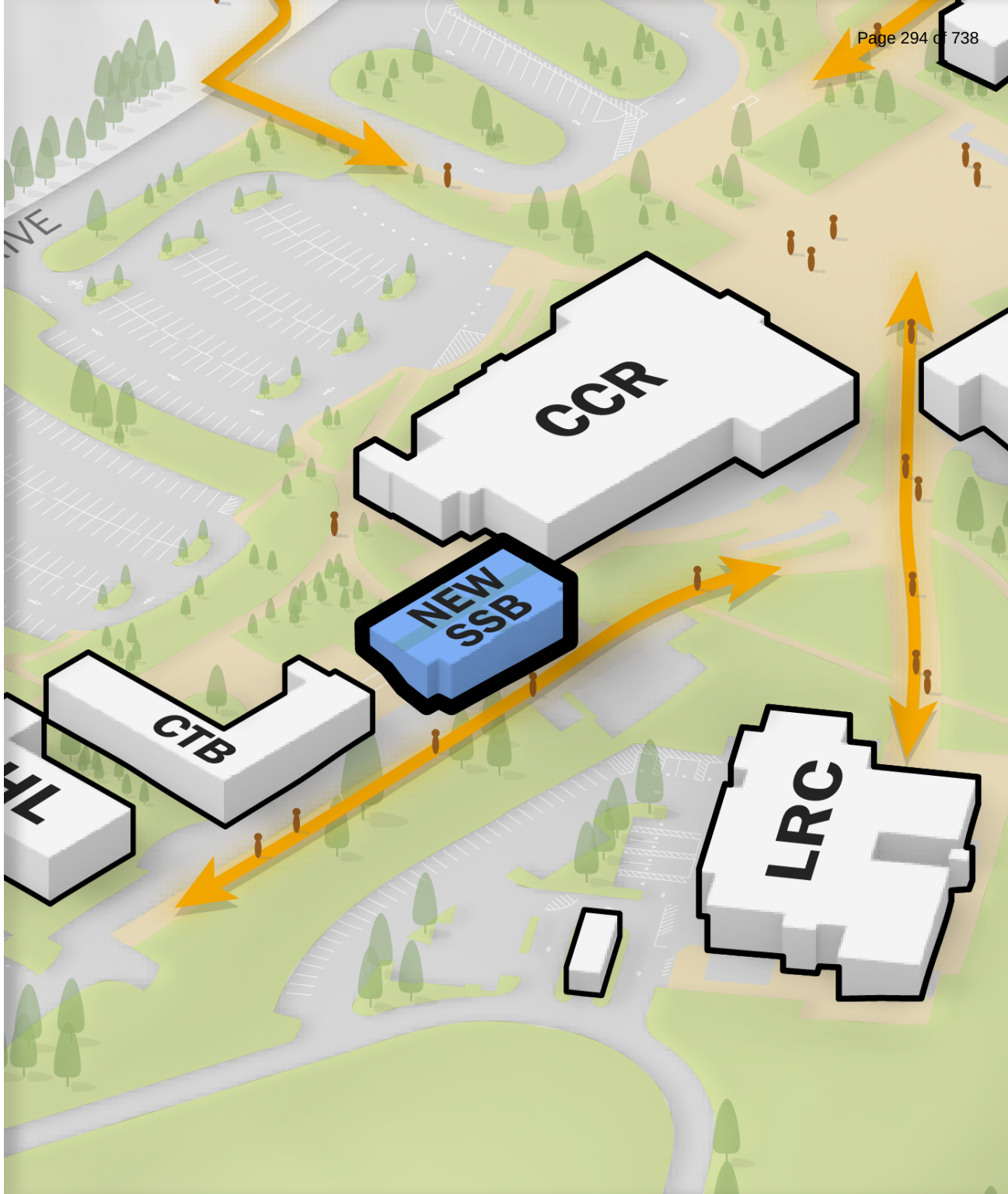
STUDENT SUPPORT BUILDING REPLACEMENT

Size:
6,700 ASF | 11,000 GSF

Building Programs: (Consider the following programs along with the second floor of Crafton Center):

- Multi-cultural Center
- Student Health Services
- Workspace
- Student Services

A new Student Support Building will replace the West Complex and existing Student Support Building. The building will provide modern, state-of-the art spaces for student services, including gathering and meeting space, workspace, and amenity space. In addition to accommodating existing programs within the Student Support Building, the design and programming of this building will compliment the programming of the second floor of Crafton Center; this allows for programs to shift from the Crafton Center to the new Student Support Building to strengthen student services and support in the core of campus.



EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Enables the ability to centralize and expand student services within Crafton Center and near Crafton Center, improving communication and access
- Creates spaces to support inclusivity, equity, anti-racism, and human sustainability

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Enables removal of aging facilities

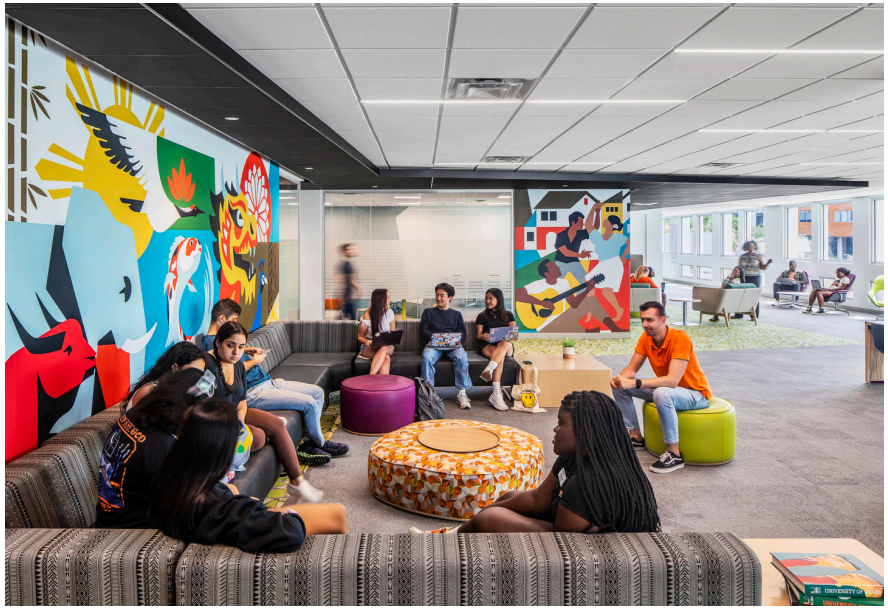
GUIDING PRINCIPLES ALIGNMENT

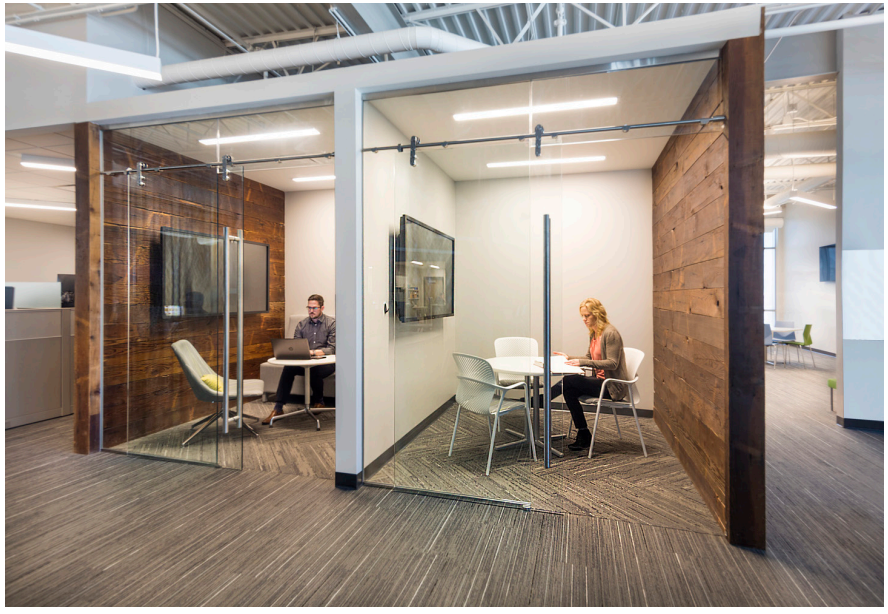
This project bolsters the functional zone for student support and services

Enables the replacement of West Complex and SSB

Focuses student services and student-centered spaces into the core of campus

Opportunity for student-centered spaces that support gathering and collaboration





CRAFTON CENTER RENOVATION

Size:
5,200 ASF

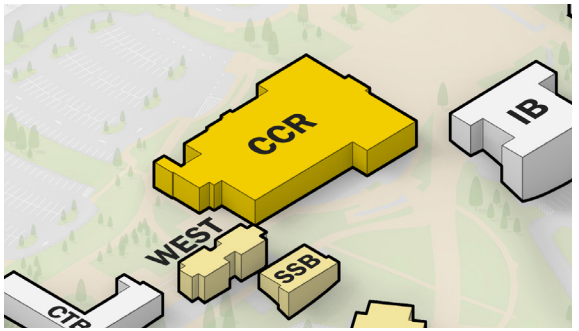
Building Programs: (Consider the following programs along with the new Student Support Building):

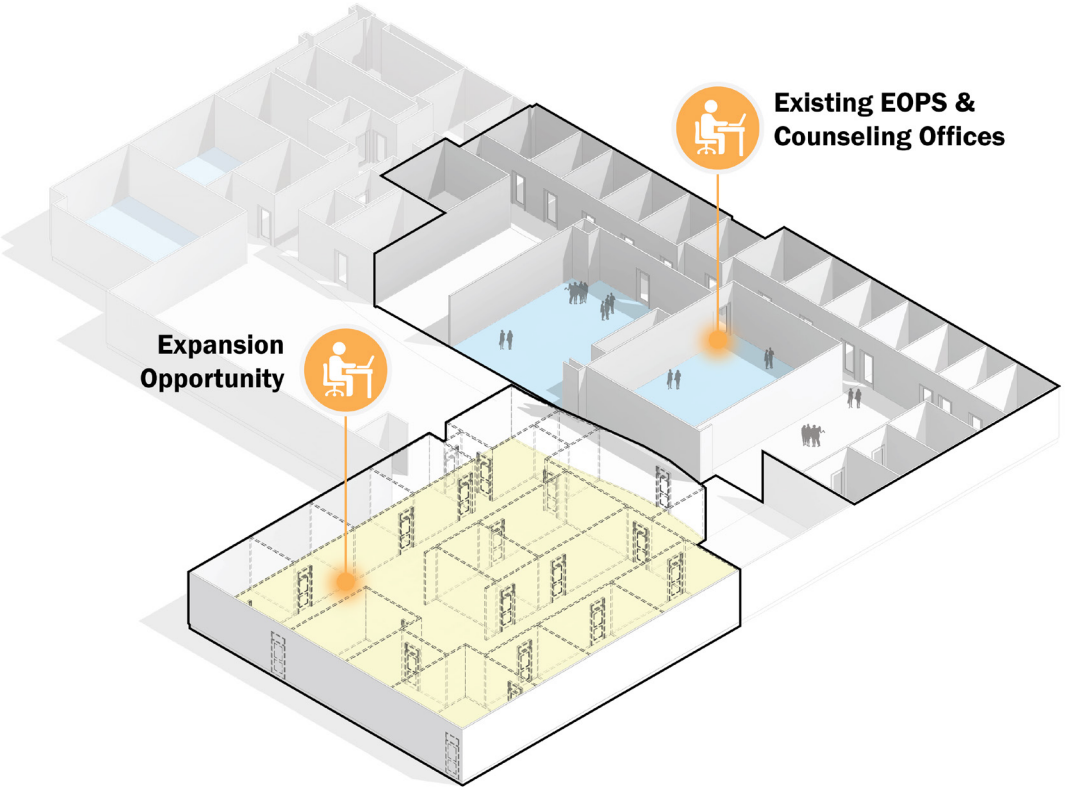
- Multi-cultural Center
- Student Health Services
- Counseling and EOPS expansion

With administration space vacated on the second floor of the Crafton Center, this area will be repurposed to expand student services.

With Counseling and EOPS already located on the second floor, this space can provide expansion space for both programs. Additionally, another student facing program, such as Student Health Services or a Multi-Cultural center, could be placed here. This renovation will support student success and wellness.

The renovation of the space provides the opportunity to implement a wall mural and public artwork that reflects CHC students.





Note: This is an illustrative, conceptual design for the Crafton Center, not a final design.

EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Centralizes and expands student services within Crafton Center, improving communication and access
- Creates spaces to support inclusivity, equity, anti-racism, and human sustainability

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials

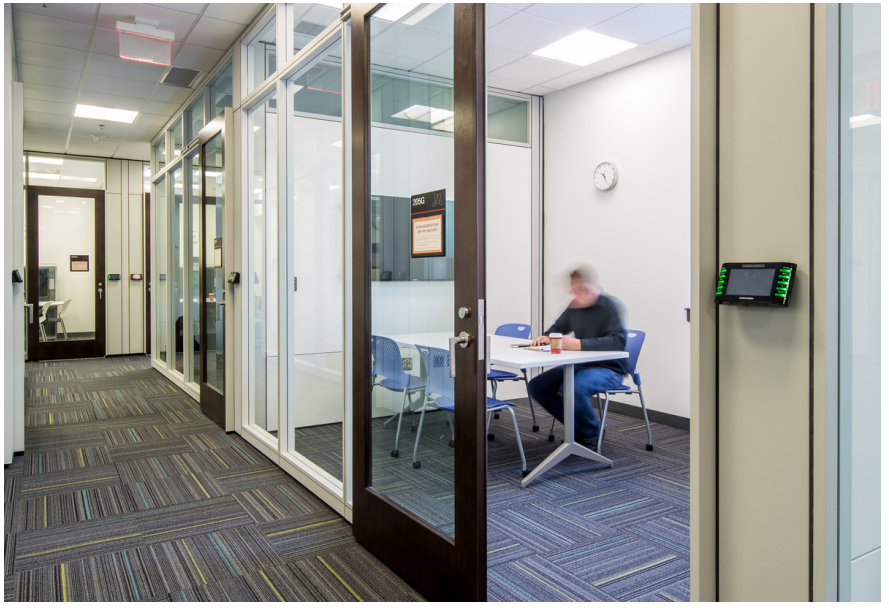
GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for student support and services

Focuses student services and student-centered spaces into the core of campus

Supports Crafton Center as a welcoming central hub for students to build community





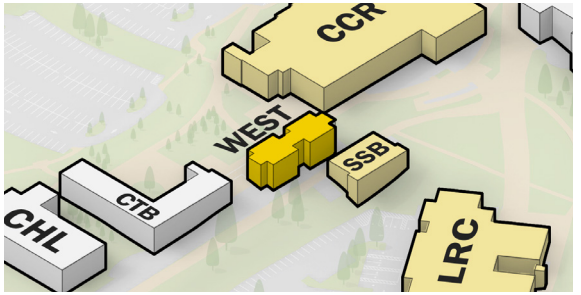
WEST COMPLEX RENOVATION (ALTERNATIVE)

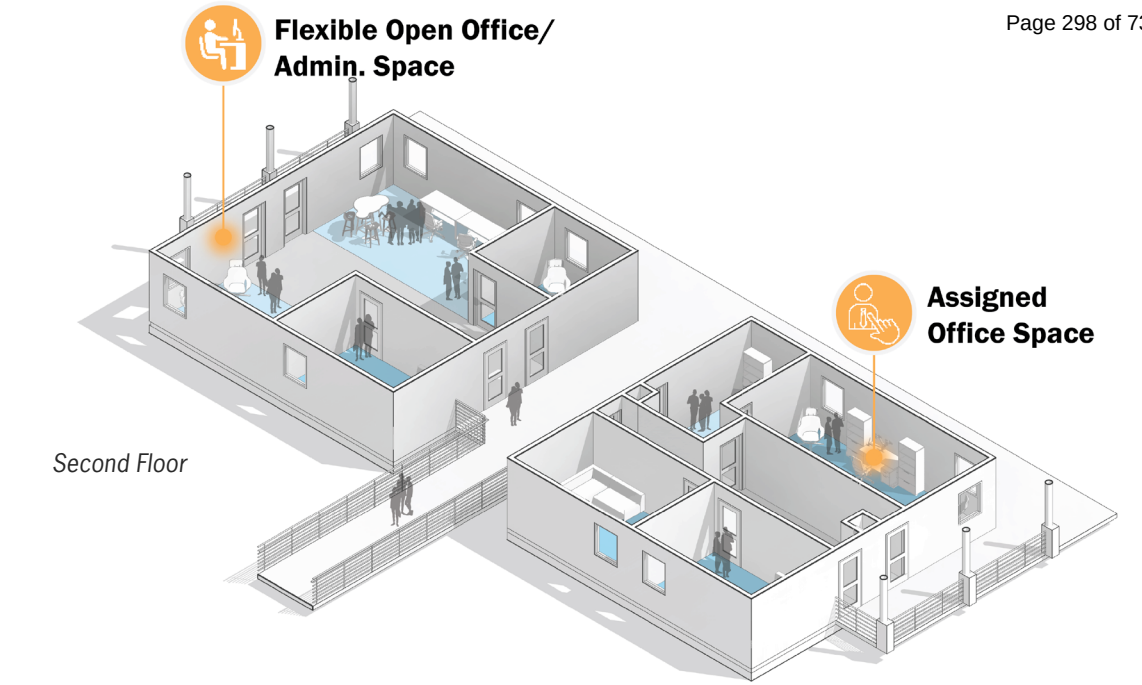
Size:
5,600 ASF

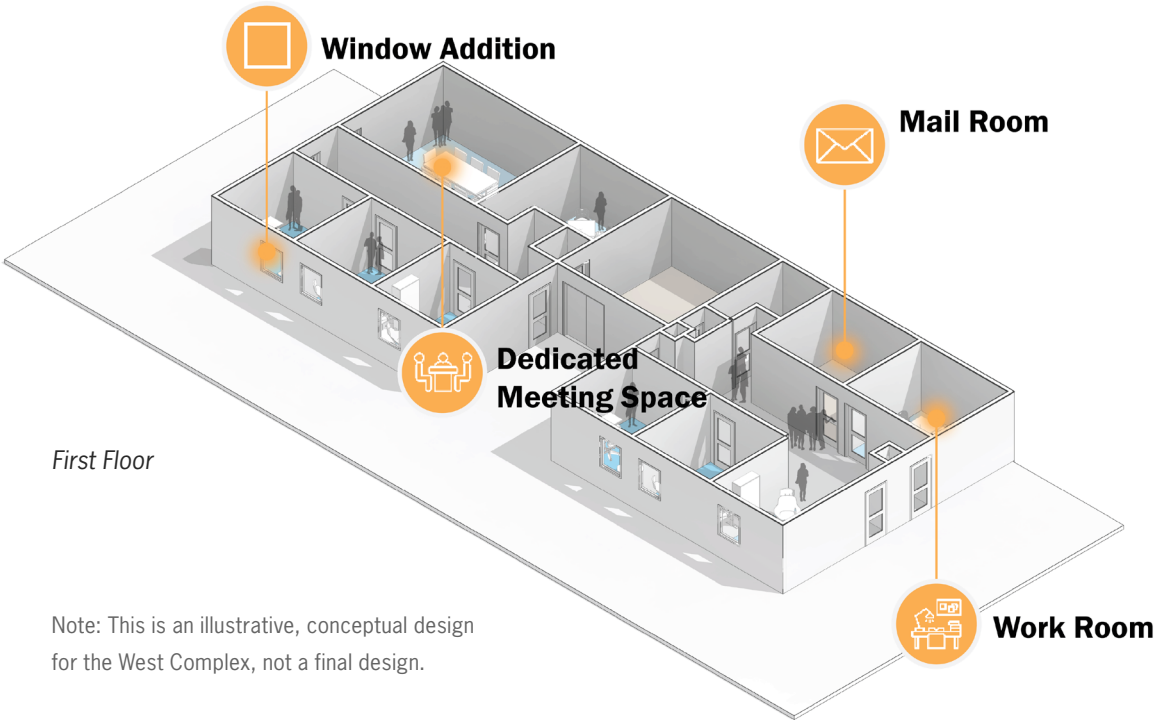
Building Programs:
- Relocated Administrative Space

As the demolition of West Complex will require further study, this alternative project provides another option if West Complex remains and is renovated. It relocates the College administration from Crafton Center to a reimagined first and second floor of the West Complex. The building will be transformed into modern offices, meeting spaces, a mail room and office support space.

Transitioning to office space, the building will require opening up portions of the exterior walls to introduce windows and natural light. This will trigger a seismic upgrade to the structure. Additionally, the building will receive infrastructure and energy efficiency upgrades.







Note: This is an illustrative, conceptual design for the West Complex, not a final design.

EDUCATION PLAN ALIGNMENT

- Relocates non-student facing functions
- Enables the ability to centralize and expand student services within Crafton Center, improving communication and access

SUSTAINABILITY PLAN ALIGNMENT

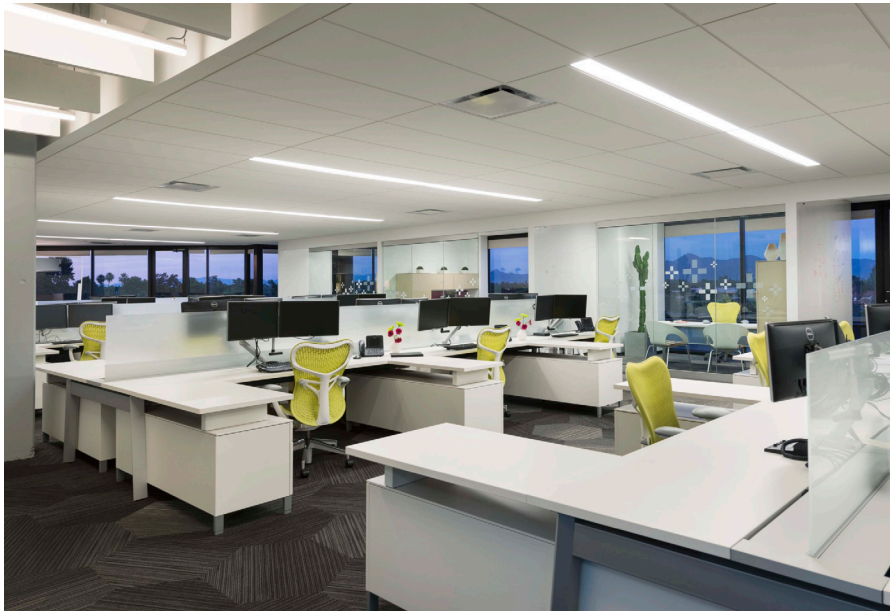
- Renovation enables replacement of building systems for energy and water efficiency

GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for student support and services

Enables larger renovation to update and improve the building's energy efficiency

Opens up space in Crafton Center for student services





STUDENT SUPPORT BUILDING RENOVATION (ALTERNATIVE)

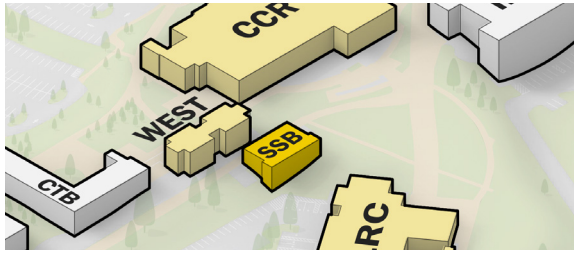
Size:
2,400 ASF

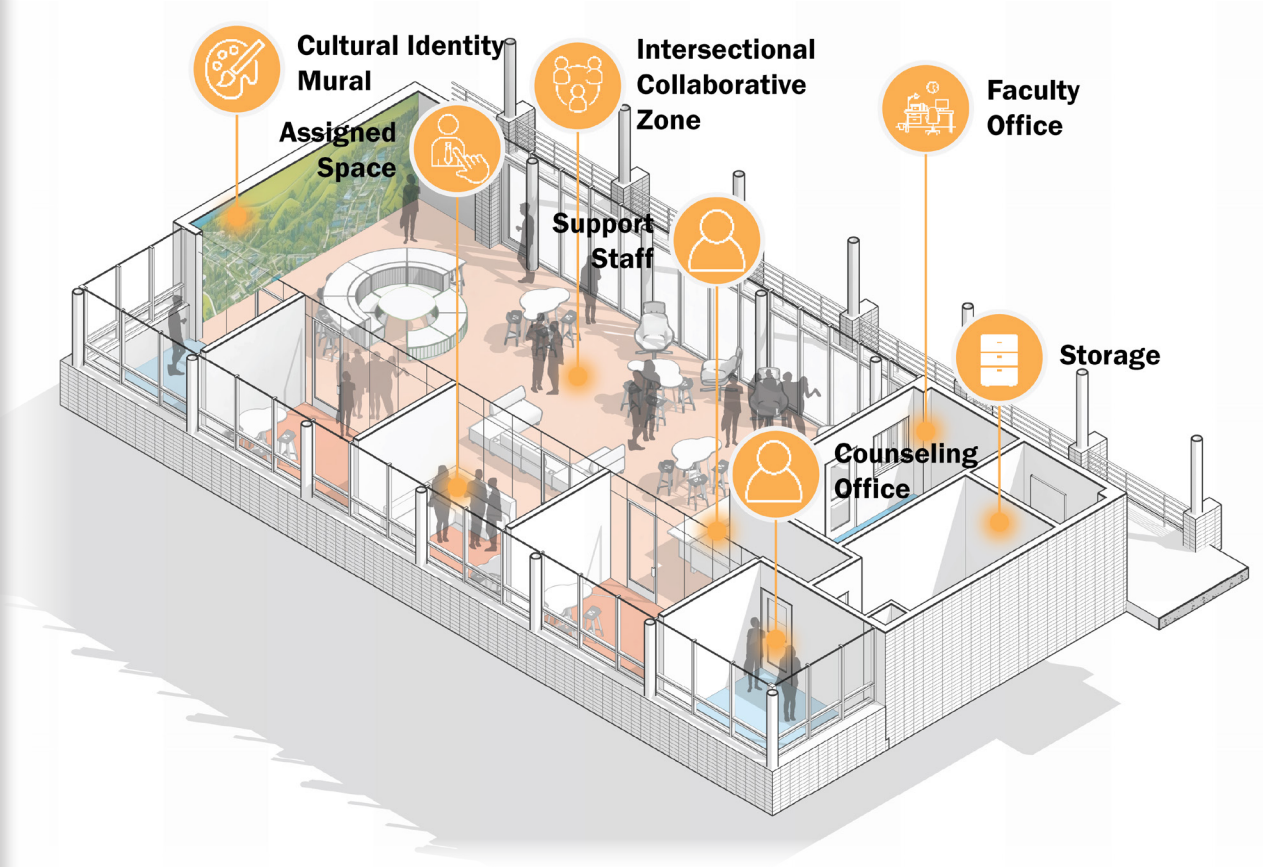
Building Programs:
- Multicultural Center

This alternative project provides another option if West Complex and SSB remain and are renovated. Situated on the second floor of the Student Support Building, the new multicultural center will house affinity groups and feature open, collaborative spaces where students can feel represented, receive support, and build connections.

Alongside this repurposing, there is the opportunity for a larger renovation of the building to improve energy efficiency and sustainability.

This repurposing contributes to building a hub of student spaces between the Crafton Center, LRC, and SSB.





Note: This is an illustrative, conceptual design for the Student Support Building, not a final design.

EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Creates spaces to support inclusivity, equity, anti-racism, and human sustainability
- Promotes increasing enrollment of students of color
- Supports community space for multicultural groups and can support multi-lingual learners

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation enables replacement of building systems for energy and water efficiency
- Opportunity for sustainable education exhibit within space

GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for student support and services

Enables larger renovation to update and improve the building's energy efficiency

Focuses student-centered space in the core of campus, near student services

Creates student gathering space and informal meeting space to build community



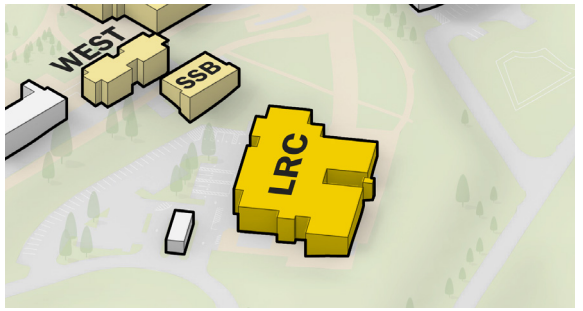


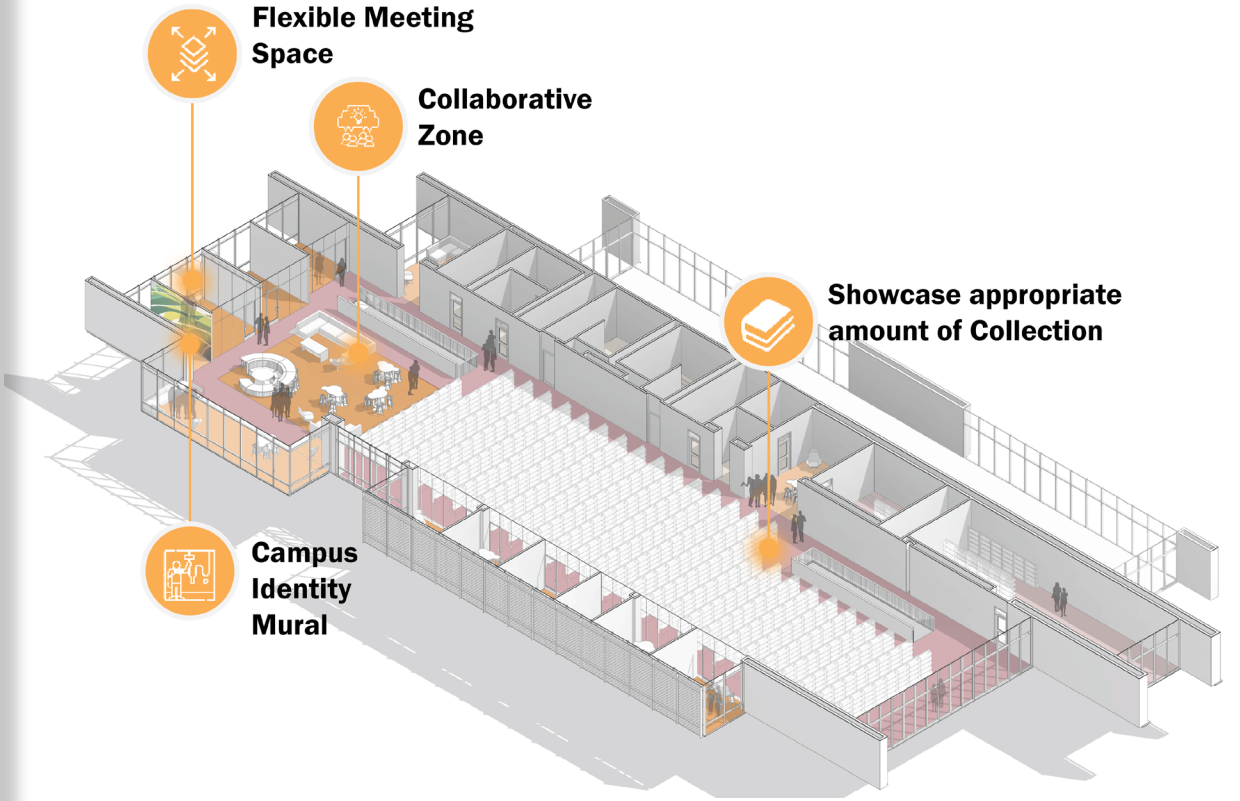
LEARNING RESOURCE CENTER: STACK SPACE REPURPOSING

Size:
1,500 ASF

Building Programs:
- Student Space
- Meeting Rooms
- Open Computer Lab

On the third floor of the Library Resource Center, stacks will be removed to create informal student gathering areas, flexible meeting rooms, and/or an open computer lab. These spaces will build community among students and provide spaces dedicated to student group, instructional support, and studying needs. The design of the space should include comfortable, flexible furniture, art, and branding, reflecting student culture. This repurposing also contributes to building a hub of student spaces between the Crafton Center, LRC, and SSB.





Note: This is an illustrative, conceptual design for the Learning Resource Center, not a final design.

EDUCATION PLAN ALIGNMENT

- Student-focused spaces promote student success, equity, and increase student retention
- Develops campus culture and community through informal gathering spaces
- Opportunities to expand sustainable practices and linger and learn spaces
- Expands resources for students and diversifies types of spaces on campus

SUSTAINABILITY PLAN ALIGNMENT

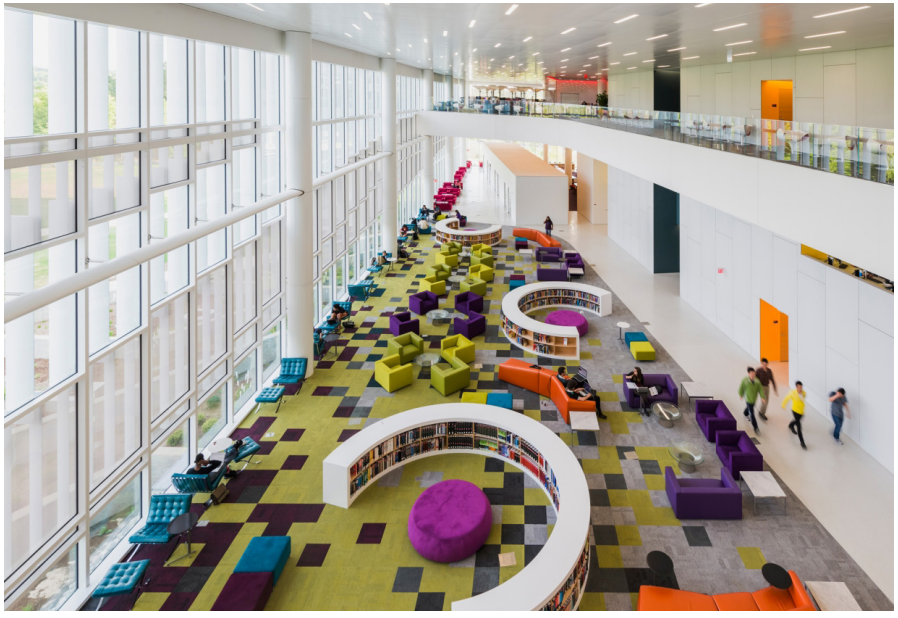
- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials
- Opportunity for sustainable education exhibit within space

GUIDING PRINCIPLES ALIGNMENT

This project bolsters the functional zone for student support and services

Focuses student-centered space in the core of campus, near student services

Creates student gathering space and informal meeting space to build community





ALIGNMENT WITH SUSTAINABILITY PLAN

The 2023 Sustainability Plan outlines goals to guide the operation and development of SBCCD towards a sustainable future. The CHC Facilities Master Plan aligns with these goals and ensures each project within the Plan furthers the development of a sustainable campus.

Physical investments in buildings, whether through new construction or renovation, improve energy efficiency, indoor water efficiency, and the utilization of sustainable materials. All new buildings will be LEED Gold, Platinum, or Zero Net Energy. Any renovation will consider retro-commissioning, sustainable materials, and building system improvements, where applicable.

CHC is already benefiting from investments in on-site renewable energy on campus. Expansion to the seven-acre solar farm planted on the upper slopes of the campus is expected to move the campus toward Net Zero Energy.

Landscape and open space improvements within the Plan play a role in sustainability, as well. Any open space improvements will utilize native and adaptive vegetation to minimize irrigation, and will protect and maintain the existing tree canopy. Where irrigation is required, an intelligent irrigation system is being implemented. Landscape and outdoor improvements also provide the opportunity for living laboratories and educational moments centered around sustainability.

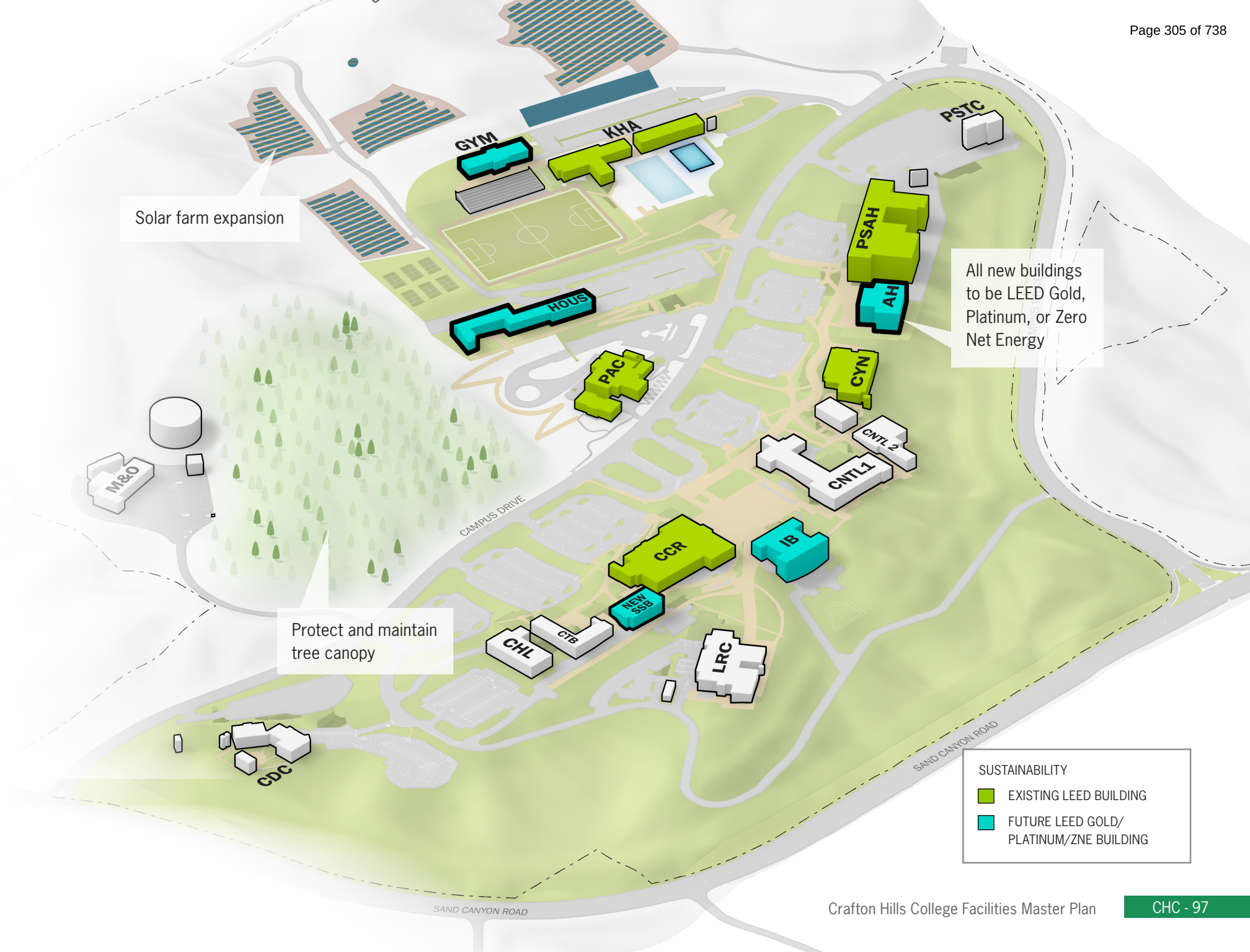
Other sustainable initiatives include: EV charging (in alignment with Title 24), electrification of facilities, reduction of embodied carbon, utilization of non-potable water for non-drinking purposes, and preparation for a micro-grid.

EDUCATION PLAN ALIGNMENT

- Expands implementation of efficient and sustainable services and practices
- Promotes well-being for students, faculty, staff, and the broader community






Solar farm expansion
All new buildings to be LEED Gold, Platinum, or Zero Net Energy
Protect and maintain tree canopy
GYM
KHA
PSTC
PSAH
AH
HOUS
PAC
CYN
CNTL 2
CNTL1
M&O
CAMPUS DRIVE
CCR
IB
NEW SSB
CTB
CHL
LRC
CDC
SAND CANYON ROAD
SAND CANYON ROAD
SUSTAINABILITY
EXISTING LEED BUILDING
FUTURE LEED GOLD/ PLATINUM/ZNE BUILDING

PLACEMAKING: PUBLIC ART, ICONIC MOMENTS, AND BRANDING IN EXTERIOR ENVIRONMENT

Placemaking is the process of creating vibrant, welcoming spaces that foster community engagement and connection, which is essential on a campus for enhancing student experience and welcoming community. This is achieved through improved signage, public art, landscape improvements, and enhanced pedestrian pathways.

Gateways signal an arrival and welcome students and visitors into the campus environment. Therefore, gateways should be intuitive, branded, and welcoming. Two locations are proposed for gateway improvements. The intersection of Campus Drive and Emerald View Drive, a natural decision point when entering campus from the west, and the main drop-off area adjacent to the Campus Quad, a key arrival point where the bus stop is located. These gateways should be iconic and branded to CHC with clear wayfinding elements.

Public art installations contribute to a sense of place and identity, adding visual interest and intrigue within the public realm. Public art can consist of sculptures, signage, murals, and more. Several locations have been identified in the Plan for public art installations along major pathways and within important open spaces on campus. One proposal is an iconic photo moment within the Campus Quad. This iconic photo moment could utilize CHC letters as a visual feature.

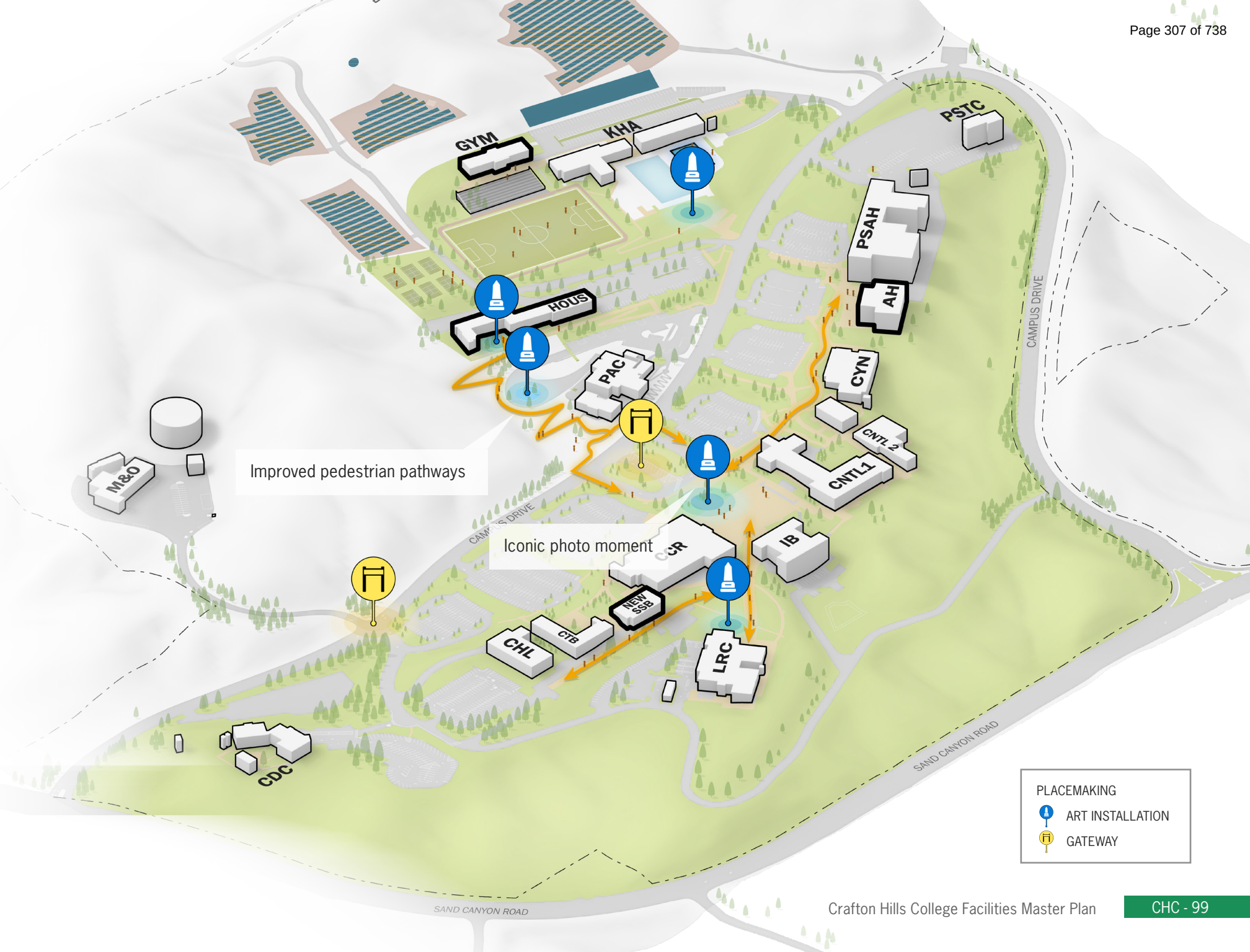
Public art installations should reflect the campus community, allow for student expression, and honor the indigenous history of CHC.

Improving pedestrian pathways supports a welcoming, comfortable, and safe exterior environment. Pedestrian improvements include furnishings, such as benches, lighting, landscaping, and paving. Primary pedestrian pathways have been identified in the Plan to focus improvements. This will not only improve circulation through campus, but will also beautify campus further, creating stronger visual and physical connections between different parts of campus.

EDUCATION PLAN ALIGNMENT

- Improves campus facilities, removing barriers to access, and improving wayfinding
- Opportunities for art and placemaking to represent the student population and values
- Exterior spaces that promote linger and learn spaces
- Improve communication




GYM
KHA
PSTC
PSAH
AH
HOUS
PAC
CYN
CNTL 2
CNTL1
CAMPUS DRIVE
M&O
Improved pedestrian pathways
Iconic photo moment
CR
IB
NEW SSB
CTB
CHL
LRC
CDC
SAND CANYON ROAD
SAND CANYON ROAD
PLACEMAKING
ART INSTALLATION
GATEWAY

ACTIVE LEARNING CLASSROOM RETROFITS

Active learning spaces are dynamic, flexible environments designed to promote student engagement and collaboration. These spaces are crucial for fostering innovative thinking, enhancing learning outcomes, and preparing students for real-world challenges.

Designing for active learning requires providing sufficient square footage per seat to allow for flexible furniture arrangements, and technology that supports informal teaching styles and collaboration. Currently, CHC averages 19 square feet per seat in classrooms, which is close to the state standard of 20 square feet per seat. While some classrooms will retain a more traditional, passive layout, the College should consider increasing to 25 square feet per seat in new classrooms and campus-wide renovations. This adjustment would raise the average, fostering a richer, more versatile instructional environment. The 2020 District Standards and Campus Guidelines outline recommended interior design standards and layouts for classrooms, including traditional, flexible, active, computer and lecture-based. These standards should guide future classroom designs.

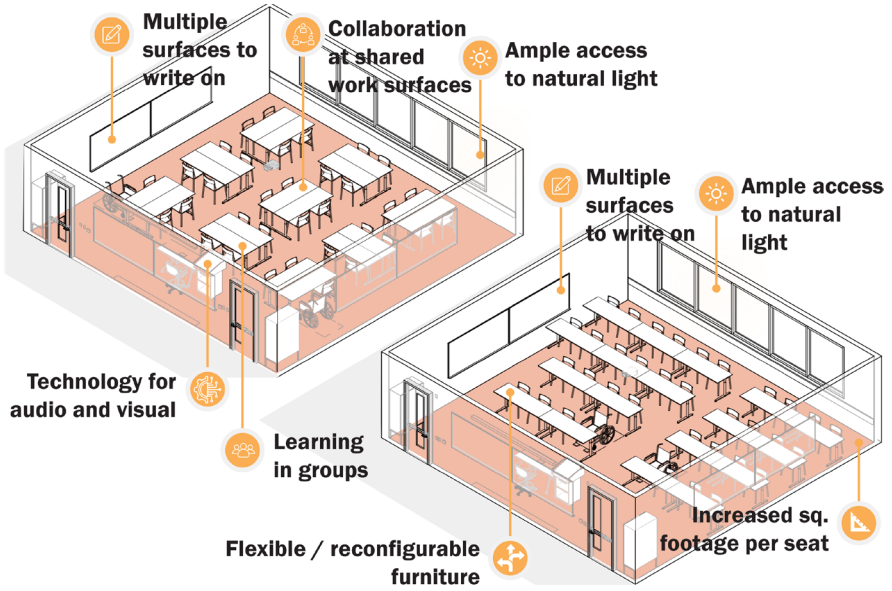
With the projects outlined in Phase 00 and the Vision Plan, such as the Instructional Building, LRC renovation, Central Complex 2 renovation, and Allied Health, 13 classrooms will have the opportunity to be designed or re-designed for active learning. After these classrooms are implemented, there is an opportunity to look at the remaining 26 classrooms and determine a plan for future renovations and retrofits. The Central Complex 1 holds the largest concentration of existing classrooms and would be a key building to implement a classroom refresh.

In addition to active learning design, CHC can utilize classrooms more efficiently by increasing the times in which classes are offered and aligning classroom size to the course schedule. Currently, classroom use peaks from 10 am - 12 pm on Tuesdays and Thursdays. There is an opportunity to increase afternoon courses and increase offerings on Fridays.

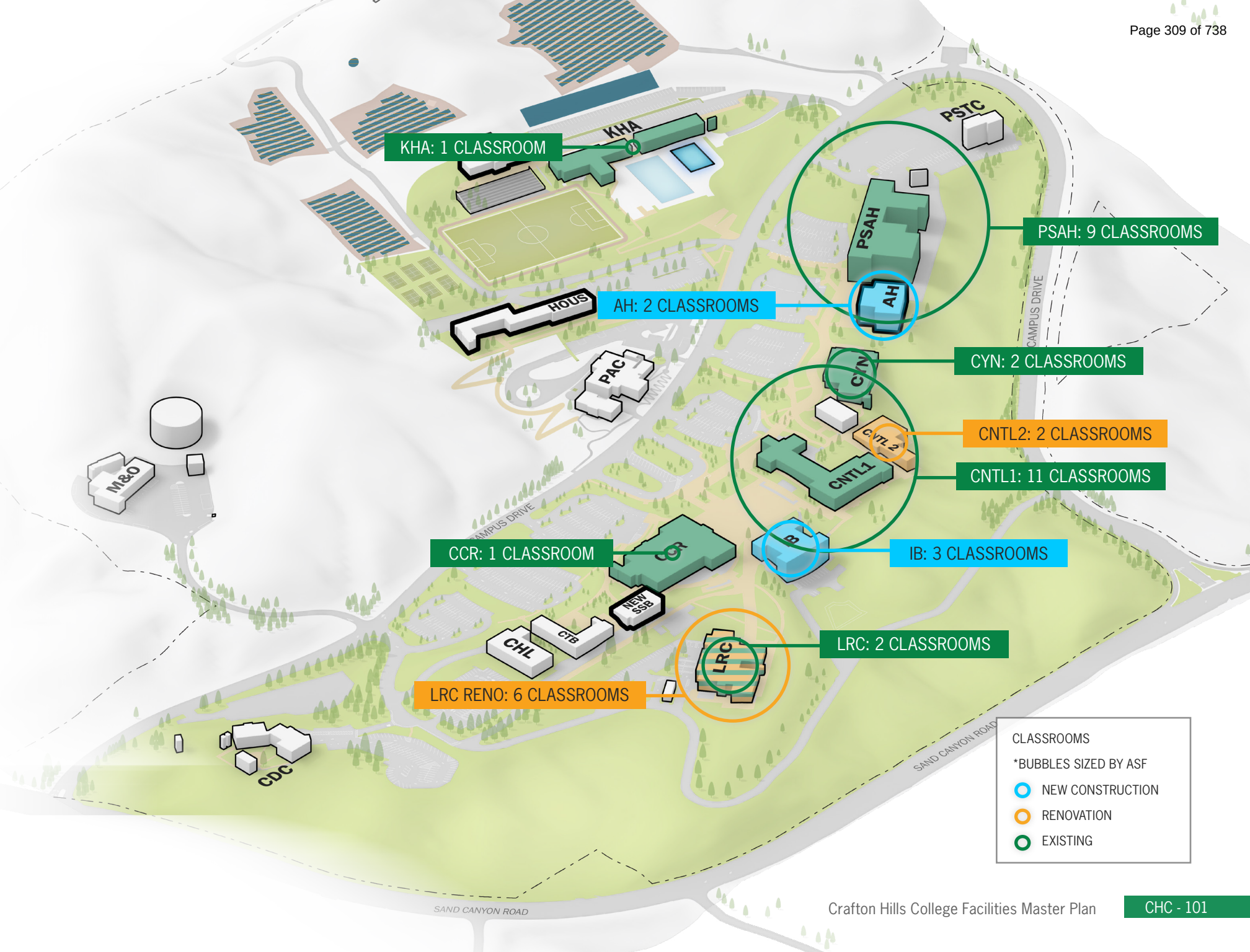
As future classrooms are designed, the size of classrooms should also consider the enrollments in the course schedule. Movable walls and reconfigurable furniture provide ways to create room flexibility for use and size.

EDUCATION PLAN ALIGNMENT

- Creates spaces that provide flexibility for different teaching modalities
- Enhances well-being and engagement for students and faculty
- Expands access to resources
- Improves communication



Note: This is an illustrative, conceptual design for learning spaces, not a final design.


KHA: 1 CLASSROOM
PSAH: 9 CLASSROOMS
AH: 2 CLASSROOMS
CYN: 2 CLASSROOMS
CNTL2: 2 CLASSROOMS
CNTL1: 11 CLASSROOMS
IB: 3 CLASSROOMS
CCR: 1 CLASSROOM
LRC: 2 CLASSROOMS
LRC RENO: 6 CLASSROOMS
KHA
PSTC
PSAH
AH
HOUS
PAC
CYN
CNTL 2
CNTL1
IB
CCR
NEW SSB
CTB
CHL
LRC
M&O
CDC
CAMPUS DRIVE
SAND CANYON ROAD
CLASSROOMS
*BUBBLES SIZED BY ASF
NEW CONSTRUCTION
RENOVATION
EXISTING

VEHICULAR CIRCULATION & PARKING

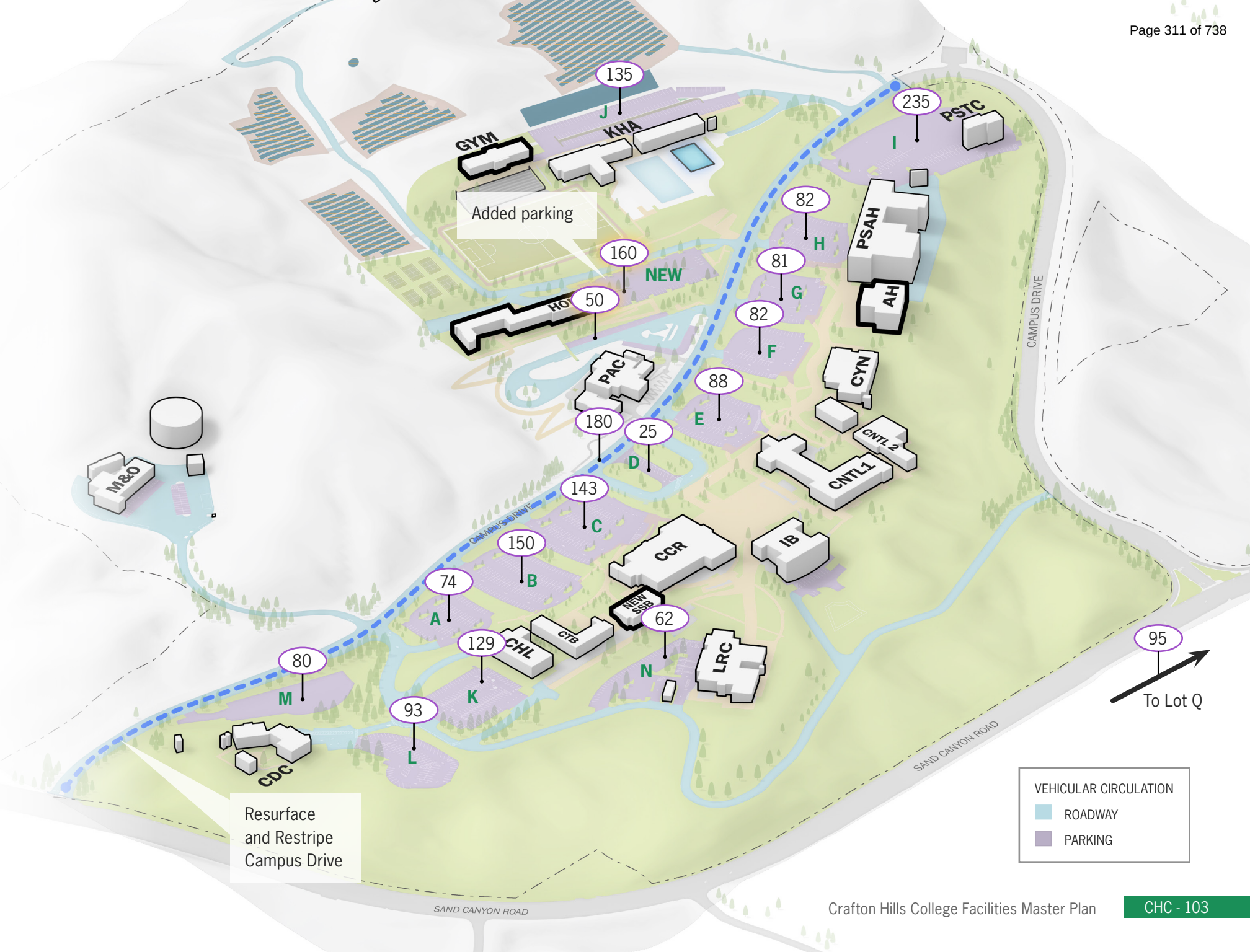
Overall parking capacity at Crafton Hills College, over 1,900 stalls, is sufficient for existing and future demand. Recommendations for parking and circulation consist of parking lot and roadway improvements, and impacts to parking due to proposed projects. Additionally, EV charging will be implemented in alignment with Title 24, with the goal that they are self-sustaining.

- Approximately 160 parking spaces will be added with the completion of the Student Housing project and the demolition of the North Complex. This addition will be critical to support the needs of residents on campus.
- Lot A is in good condition, but is often underutilized. It is recommended that signage is added to this lot, as well as cameras to increase security.
- Lot M has historically functioned as an overflow lot. There is an opportunity to create a path of travel here to make the connection more intuitive and safe. In the future this is an opportunity building site.
- Lot N functions as a faculty lot. There is a need to pave this lot.
- Lot L will need to be re-striped back to diagonal striping.
- Campus Drive requires resurfacing and restriping.

EDUCATION PLAN ALIGNMENT

- Improves campus facilities by removing barriers to physical access
- Promotes safety and well-being for students, faculty, and staff
- Expands implementation of sustainable practices




135
J
GYM
KHA
Added parking
235
PSTC
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82
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PSAH
AH
160
NEW
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PAC
CYN
88
E
180
25
D
CNTL 2
CNTL1
M&O
143
C
CAMPUS DRIVE
150
B
CCR
IB
74
A
NEW SSB
62
N
129
CHL
CTB
LRC
80
M
K
93
L
CDC
Resurface and Restripe Campus Drive
95
To Lot Q
CAMPUS DRIVE
SAND CANYON ROAD
SAND CANYON ROAD
VEHICULAR CIRCULATION
ROADWAY
PARKING

INFRASTRUCTURE AND SAFETY

EDUCATION PLAN ALIGNMENT

- Improves campus facilities by removing barriers to physical access
- Promotes safety and well-being for students, faculty, and staff
- Expands implementation of sustainable practices

The following outlines utilities and infrastructure findings and recommendations. The full Utility Infrastructure Master Plan can be found in the Appendix.

CHILLED WATER SYSTEM & HOT WATER SYSTEM

A review of the loads added as part of the proposed facilities revealed that the central cooling plant and heating plant and associated pumps are adequately sized to support the future loads. To take advantage of simultaneous heating and cooling loads on the campus, Heat Recovery Chillers should be installed at the Central Plant. The same can be installed when the existing chillers are scheduled for replacement at the end of their useful life. Additional air source heat pumps in combination with a heating hot water storage system should be installed to meet the peak heating demand of the campus and help decommission existing boilers at the end of their useful life to transition away from the natural gas system.

The Gym and the Housing facility are remote, and their proposed square footage does not justify their connection to the central plant, as the cost of extending chilled water lines and hot water lines to these facilities would not be economical. The Allied Health building will increase the total required system pressure, but the secondary distribution pumps are sized for a maximum pressure well above the anticipated build out pressure.

The existing controls system should be upgraded with system infrastructure updates.

ELECTRICAL

An evaluation of the existing electrical system currently serving the campus revealed that the majority of the existing electrical infrastructure is old and at the end of their useful life. An evaluation of the existing loads revealed that feeders 'A' through 'G' capacities are able to support existing and future planned facilities. The existing switchgear and 5kV distribution system is sized adequately to serve the present demands and meet the future growth of the campus.

The power distribution system for the campus was replaced in 2008-2009 and the majority of the distribution cabling was replaced in sections with the 2008-2009 infrastructure project and newer buildings. An evaluation of the existing system revealed that the existing system provides no redundancy because of its open loop configuration. Since the campus operates and maintains the 5kV switchgear and the electrical distribution system, the campus requires an electrical system that must provide (a) improved system reliability (b) ease of maintenance and isolation of circuits either during a fault or during a regular maintenance without interrupting power to every building on campus (c) be sized to accommodate existing loads and planned future loads resulting from new buildings addition as well as additions to existing buildings (d) be well coordinated to eliminate nuisance tripping of upstream protective devices (e) have all equipment listed for the short circuit availability at the point of installation.

The following recommendations are proposed:

- Provide new 5kV switches close to each proposed building to enable isolation of feeders during a fault condition and for ease in undertaking maintenance work.
- Replace existing manholes and pull boxes which have aged and are at the end of their useful life. Majority of the manholes, pull boxes and underground structures are not adequately sized to meet current code

requirements and provide limited ease in maintenance.
- Replace existing substations at buildings that have electrical distribution installed since the inception of the building.
- Provide sub metering at each building to monitor demand at each building.
- Replace existing digital energy meter presently being utilized at the campus to avoid nuisance and maintenance issues of gathering information and remote monitoring.
- Provide meters with open protocol to avoid sole sourcing the meters for all future projects.
- Additional infrastructure to isolate specific buildings and connect them to the microgrid. Microgrids are self-contained electric grids that can provide round-the-clock energy for a limited time and can operate both while tied to the larger grid and while separated ("islanded") from it.

In order to have a complete redundant system to help isolate each building on campus and also be able to conduct maintenance on a feeder without affecting power service to each building on campus, a closed loop configuration and system is recommended. Primary loop system would provide the campus with the ease of isolating faults within the campus distribution system and minimize power interruptions to the buildings during maintenance on the medium voltage distribution system.

RECOMMENDATIONS

Chilled Water & Hot Water Systems

- Install heat recovery chillers in the Central Plant
- Install air source heat pumps in combination with a heating hot water storage system
- Upgrade control system as a part of the system infrastructure upgrades

Electrical

- Provide new 5kV switches close to each proposed building
- Replace existing manholes and pull boxes
- Replace existing substations at identified buildings
- Provide sub metering at each building
- Replace existing digital energy meter
- Provide meters with open protocol
- Additional infrastructure to isolate specific buildings and connect them to the microgrid

Natural Gas

- Upgrade all steel piping to PE piping

NATURAL GAS

A large portion of the gas distribution system is steel piping. Some of this steel piping was installed roughly 40 years ago. It is recommended to upgrade this piping to PE piping for extended life expectancy. Additionally, it was observed that a number of the building on campus lack earthquake valves. The campus recently installed an earthquake valve at the main meter. This meter will meet the code requirements and will replace provision of earthquake valves at individual buildings.

SAFETY

Proposed safety infrastructure includes enhanced lockdown, access control, and emergency notifications throughout campus. Additionally, cameras are proposed at key entry points and at Parking Lot A.

SEWER

There are no sewer issues at this time. The recommendations include extension of the sanitary sewer system to serve proposed buildings presented in the Master Plan; and removal and relocation of existing sanitary sewer service mains and laterals serving existing buildings planned to be demolished to provide a clear site for future development. Although no problems currently exist, the VCP main should undergo a CCTV camera scan to determine of the condition of the line.

STORMWATER

The following best management practices are recommended:

- Continued use and maintenance of the existing vegetated swale and detention basin.
- Each future building project should prepare a Water Quality Management Plan (WQMP) per the City's template in order to document all project related best management practices (BMPs) and mitigation measures.
- Low impact development (LID) strategies should be incorporated with future development where feasible.

Several of the future buildings proposed along the southern portions of campus will be situated such that they will not drain to the existing vegetated swale and detention basin. These buildings will need to incorporate local BMPs such as small scale detention basins, bio-filtration basins, vegetated swales, etc. prior to discharging runoff to the existing natural drainage channels adjacent to Sand Canyon Road.

With further analysis, CHC could consider treating storm water runoff from some of the future building sites in a regional fashion, such that some BMPs could be shared. A complete Storm Water Management Plan could analyze the existing and future hydrology of the campus and incorporate BMPs based on the hydrology and hydraulic characteristics.

WATER SYSTEMS

It is recommended that future landscape areas are provided irrigation water service from existing irrigation systems, where possible, rather than installing new POCs to the public main.

In terms of the existing system, Parking Lot L irrigation line should be connected to the recycled water system.

It should be noted that the analysis assumes that the existing campus square footage will be maintained and that existing utilities are in adequate condition and maintained. In the case that the individual proposed building designs yield larger flow rates than presented herein, it is recommended that the college re-evaluate the data analysis and update the findings.

TECHNOLOGY & TELECOMMUNICATIONS

A list of individual recommendations for each building was developed and can be referenced in the Appendix report. Some of the overall recommendations include: cleaning out the IT

RECOMMENDATIONS

Safety

- Implement enhanced lockdown, access control, and emergency notifications
- Install cameras at key entry points
- Install cameras at Parking Lot A

Sewer

- Extension of the sanitary sewer system to serve proposed buildings
- Provide CCTV inspection of campus sewer main within Campus Drive and Building 10

Stormwater

- Continue use and maintenance of the existing vegetated swales and detention basins
- Future building projects should prepare a Water Quality Management Plan
- Implement low impact development strategies
- Complete a Storm Water Management Plan
- Provide CCTV inspection of campus gravity storm drains at select locations - Campus Quad (southwest planter)

Water System/Irrigation

- Install new irrigation sub-meters
- Connect Parking Lot L irrigation line to the recycled water system

server rooms, providing additional protection for the fiber and copper infrastructure (within the racks and on the backboards), and addressing room temperature in some of the outlying rooms that do not currently have controlled temperature environments.

A noticeable mix of fiber strands are used throughout the campus, in several of the IT server rooms, and a detailed list of tested fiber strands could help alleviate future project delays, by providing a room by room detail of good fiber strands to use.

The campus telecommunications infrastructure was updated within the last 9 years; fiber infrastructure was installed to support the campus network services. Most of the existing copper cabling not in use, was removed and cleared from the server rooms and conduits feeding the server rooms when the fiber infrastructure was installed. The new fiber infrastructure has been installed throughout the campus – Air-Blown fiber is located in every server room reviewed. Although a new fiber infrastructure has been installed throughout the campus, it is recommended that the fiber cable not in use, are periodically tested to ensure that they are in good working condition for future expansion.

Most of the larger IDF's in the new buildings have updated cabling and equipment. A recommendation for all IDF rooms would be additional cable protection around some of the main fiber distribution patch cables; innerduct or wire management can be used to better protect the fiber patch cabling going from the termination points into the network switch.

Fiber panels in most of the rooms were labeled with a few exceptions – some of the fiber panels were missing covers – fiber dust covers were missing – some if the jumper cables outside of the wire managers need to be supported.

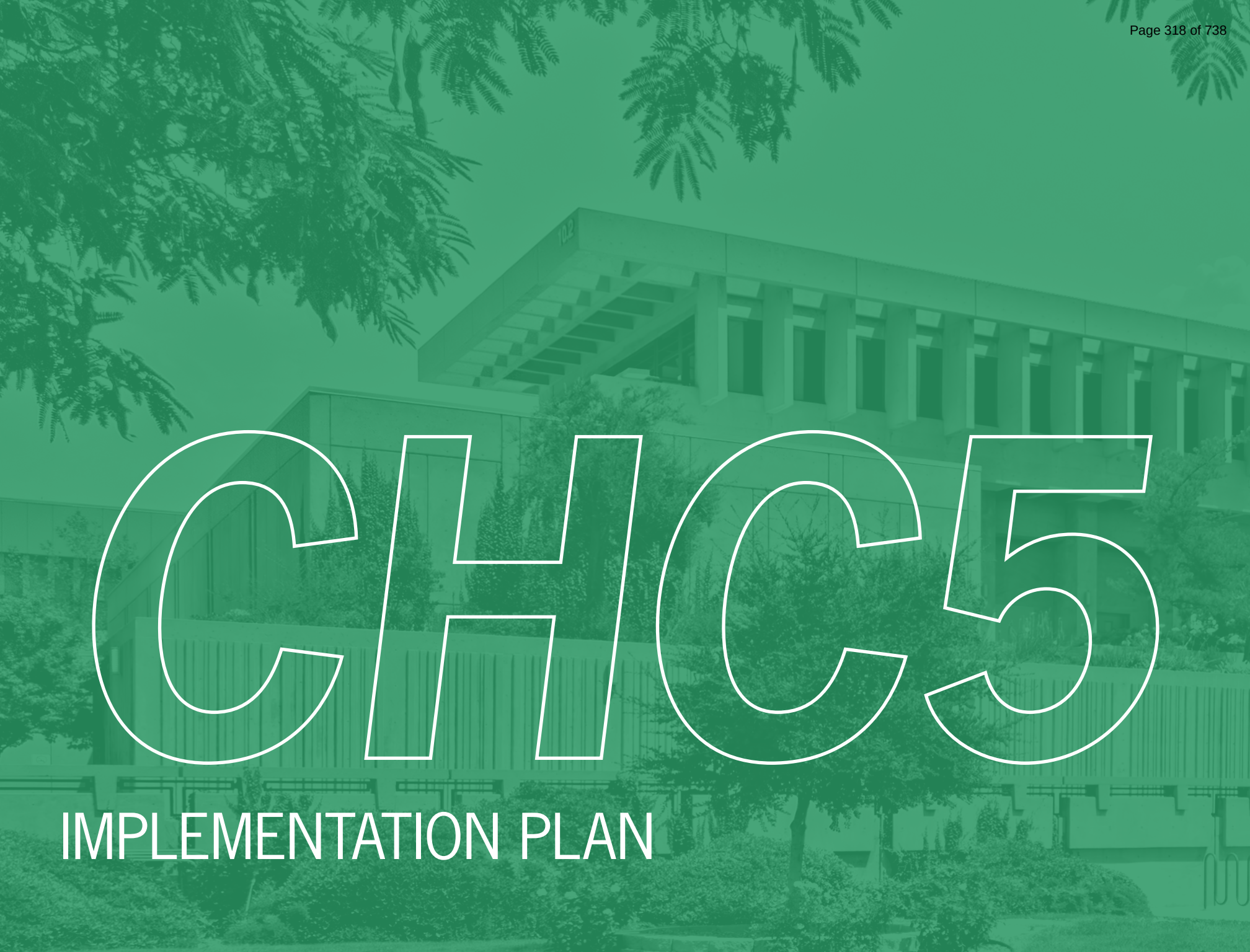
Manholes reviewed were dry in most locations – Central Complex #10 in front of the main building had water within – Parking area "E" had water within and outside of Parking area "A" had water within.

New (3) 4" C should be provided from the nearest manhole to each of the proposed new facilities (Allied Health, Gymnasium and Housing) to route new fiber and copper cables to meet their network demands. A 24-strand single-mode fiber and 25-pair copper cable shall be provided to each of the proposed facilities.

RECOMMENDATIONS

Technology & Telecommunications

- Address Student Support Building - the temperature of the room at the time of review was above an acceptable level for network equipment.
- Address the fiber and copper patch cabling in server rooms. Several closets need attention in order to protect the overall performance of the networks. Wire management with covers should help reduce some of the cluttered patching.
- Address fiber panels with missing covers, fiber dust covers that are missing, and some of the jumper cables outside of the wire managers
- Install new conduit and media infrastructure from the nearest manhole to serve proposed buildings
- Upgrade UPS in all telecom rooms
- Provide dual fiber redundancy for each building
- Employ single mode fiber for fire alarm system in all buildings
- Expand Wifi coverage in all interior and exterior areas
- Evaluate cellular wireless coverage
- Upgrade VOIP system in each of the buildings
- Upgrade SC fiber panels to LC connectors to meet current standards.
- Install centrally monitored temperature and moisture sensors to protect equipment from environmental damage.
- Maintain AC units in the network closets to ensure functionality.
- Replace outdated MultiMode fiber between the MPOE and other buildings with SingleMode fiber. Coordinate with Maintenance & Operations (M&O) to ensure fire alarm systems are compatible with the SM fiber.
- Replace network switches every seven years to maintain performance and reliability.
- Upgrade wireless access points every five years to keep up with technological advancements and growing demands.
- Replace the existing generator, UPS, Fire Suppression and HVAC units serving the data center located in the existing Library building and Building 10. For replacement timelines, refer to the Appendix for Building Renewal section.
- Replace/repair damaged fiber infrastructure.
- Study consolidation of MPOE and MDF rooms in CHC Building 10.



CHC5

IMPLEMENTATION PLAN


CENTRAL COMPLEX

PROJECT PHASING

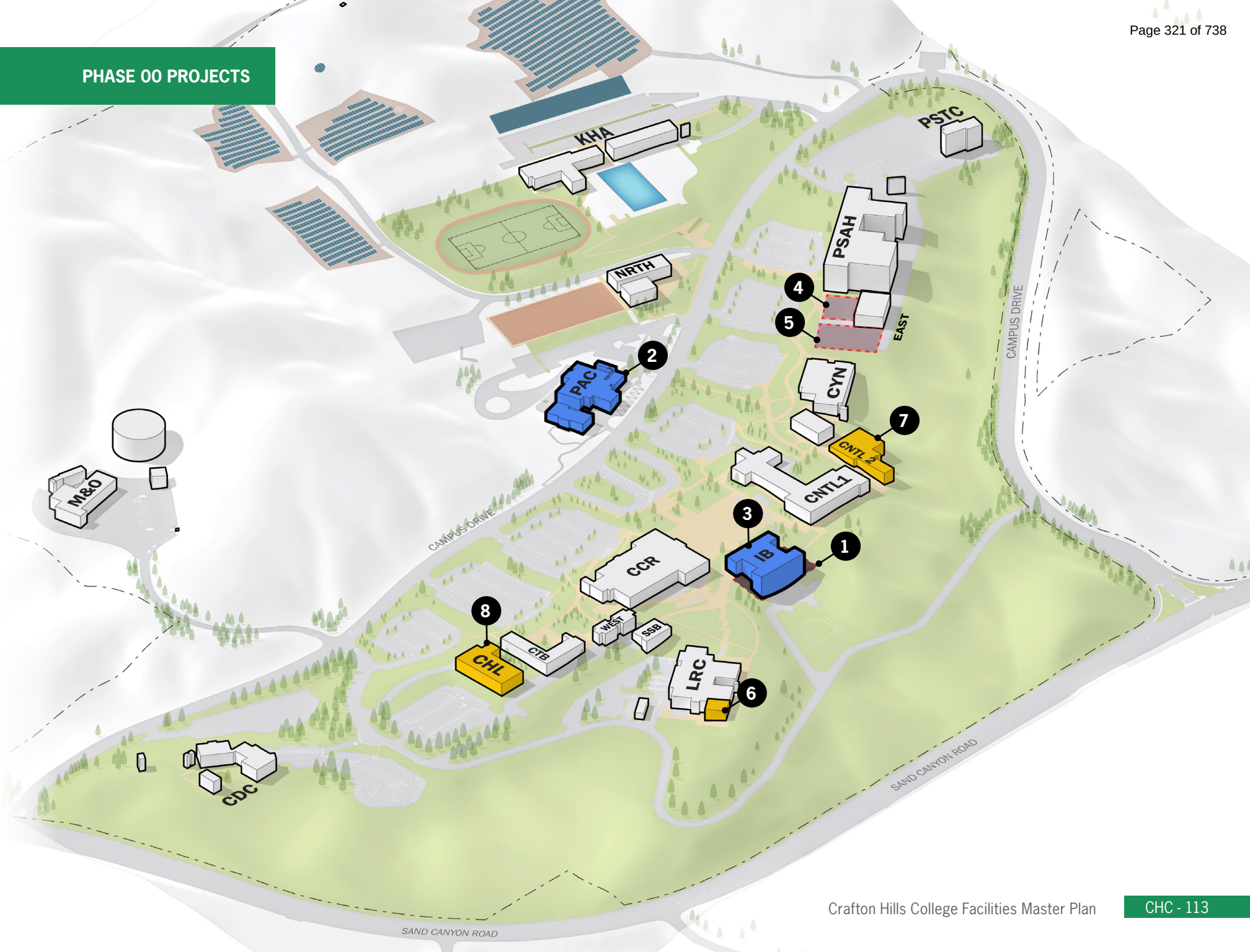
The Implementation and Phasing Plan, developed in collaboration with College leadership, considered various factors such as prioritization, sequencing, swing space requirements, cost assumptions, and funding opportunities. Rather than being prescriptive, the phasing plan offers a flexible framework for implementing the overall strategy. It is driven primarily by academic program needs, housing goals, and addressing infrastructure needs. The outlined timeframes indicate when projects are likely to begin, based on the prioritization of needs and the availability of resources.

PHASE 00 PROJECTS (IN PROGRESS - 2027)

PROJECTS CURRENTLY UNDER CONSTRUCTION, IN DESIGN AND/OR FUNDED.

	Project	Project Type	Demolition (GSF)	Renovation (ASF)	New (GSF)
1.	OLD PERFORMING ARTS CENTER	DEMOLITION	29,900	-	-
2.	NEW PERFORMING ARTS CENTER	NEW CONSTRUCTION	-	-	24,000
3.	NEW INSTRUCTIONAL BUILDING	NEW CONSTRUCTION	-	-	30,000
4.	EAST COMPLEX 2	DEMOLITION	4,300	-	-
5.	VISUAL ARTS	DEMOLITION	11,200	-	-
6.	LEARNING RESOURCE CENTER REPURPOSING	RENOVATION	-	12,200	-
7.	CENTRAL COMPLEX 2	RENOVATION	-	12,900	-
8.	CRAFTON HALL	RENOVATION	-	8,600	-

PHASE 00 PROJECTS



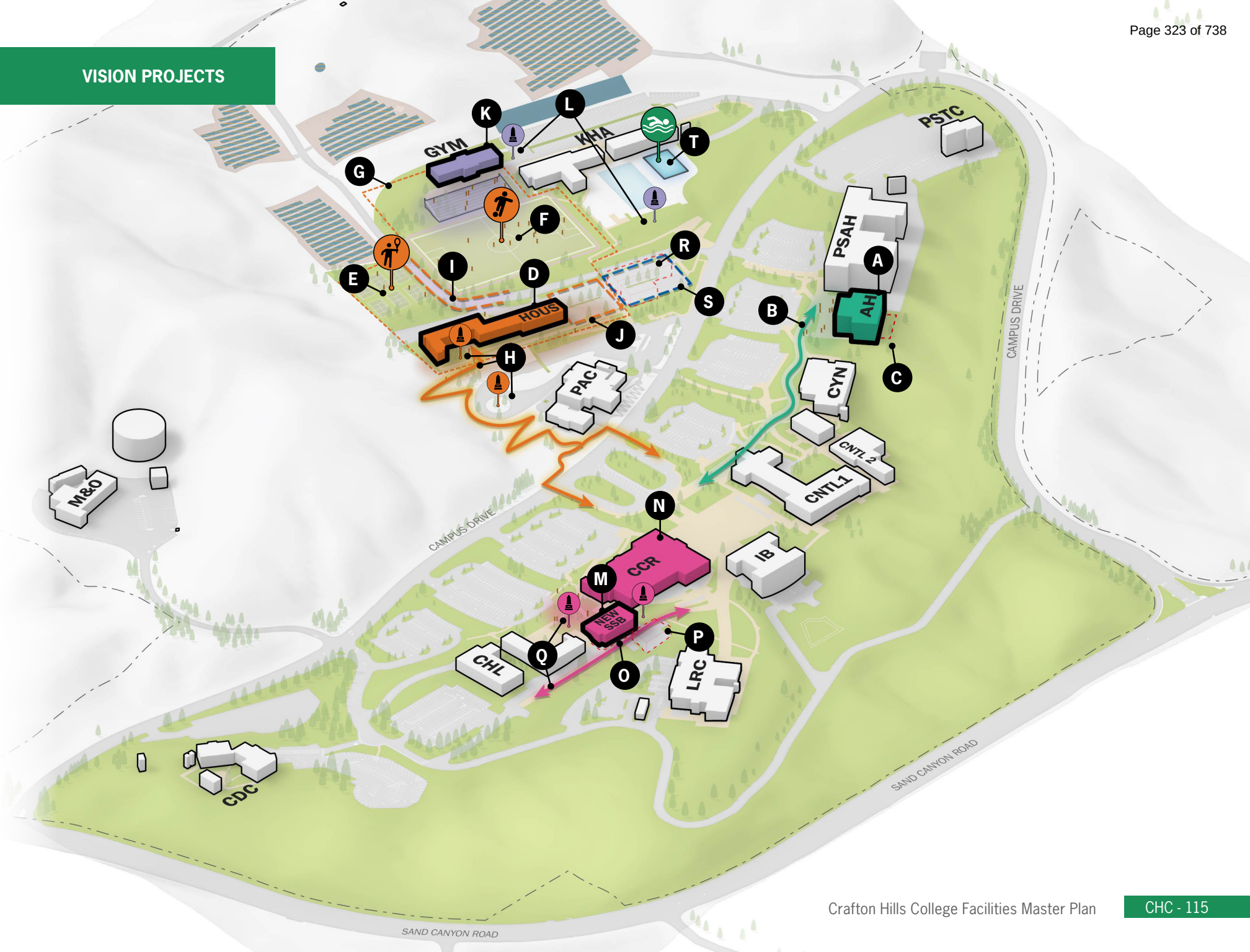
VISION PROJECTS (2027 - 2037)

PROJECTS PLANNED FOR THE NEXT 10 YEARS

The following projects are ***bundled projects***, meaning they should be **sequenced together due to various factors such as swing space requirements, demolition needs, adjacencies, and construction impacts**. These projects are listed by planned priority. The "Project Sequencing" section will outline the necessary steps to sequence these bundled projects.

Planned Priority		Project	Project Type	Size	Unit	Notes
1	A	ALLIED HEALTH BUILDING	NEW CONSTRUCTION	30,000	GSF	
	B	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: INSTRUCTIONAL AREA	EXTERIOR ENVIRONMENT	965	LF	Pedestrian improvements including paving, landscaping, lighting, and art pieces.
	C	PRINT SHOP (EAST COMPLEX 1)	DEMOLITION	5,760	GSF	The new location for the Print Shop is at SBVC. Consider using the North Complex or an off-site location for swing space as needed.–
2	D	STUDENT HOUSING	NEW CONSTRUCTION	49,700	GSF	
	E	TENNIS COURTS	NEW CONSTRUCTION	36,200	SF	
	F	SOCCER FIELD - COLLEGIATE SIZE	RENOVATION	81,000	SF	Grading for fields will be in conjunction with grading for courts, housing site, and gymnasium.
	G	GRADING FOR NEW GYMNASIUM, FIELDS, AND HOUSING			(see notes)	Perform grading for the gymnasium as part of the housing project to balance the site.
	H	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: HOUSING AREA	EXTERIOR ENVIRONMENT	1,200	LF	2 Art Installations + Pedestrian Improvements (connect housing to campus with paving, lighting, landscaping)
	I	ROAD REALIGNMENT - CRAFTON HILLS RIDGE TRAIL ROAD	CIRCULATION	800	LF	
	J	NEW PARKING LOT (BEFORE NORTH COMPLEX DEMO)	CIRCULATION	32,800	SF	
3	K	NEW GYMNASIUM	NEW CONSTRUCTION	19,050	GSF	Reference grading note under project G.
	L	PEDESTRIAN IMPROVEMENTS + PLACEMAKING - ATHLETICS AREA	EXTERIOR ENVIRONMENT		(see notes)	2 Art Installations
4	M	NEW STUDENT SUPPORT BUILDING	NEW CONSTRUCTION	10,970	GSF	
	N	CRAFTON CENTER (SECOND FLOOR)	PROGRAM MODIFICATION	5,200	ASF	
	O	WEST COMPLEX	DEMOLITION	6,800	GSF	If funding is insufficient to complete the Student Support Building, then the West Complex must move up in priority so that a renovation can be completed to maintain operability of the building due to its condition.
	P	STUDENT SUPPORT BUILDING	DEMOLITION	5,575	GSF	
	Q	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: STUDENT SUPPORT AREA	EXTERIOR ENVIRONMENT	850	LF	2 Art Installations + Pedestrian Improvements (pavement, lighting, landscape)
5	R	NORTH COMPLEX	DEMOLITION	10,334	GSF	Use North Complex as swing space for Health and Wellness, Multi-Cultural Center, and possibly the Print Shop during construction. Depending on the implementation schedule, the demo of North will need to follow the construction of the new Student Support Building.
	S	NEW PARKING LOT (AFTER NORTH COMPLEX DEMO)	CIRCULATION	21,100	SF	Project will follow the demo of North if used for swing space.
6	T	INSTRUCTIONAL POOL	NEW CONSTRUCTION	4,114	SF	

VISION PROJECTS



VISION PROJECTS (2027 - 2037)

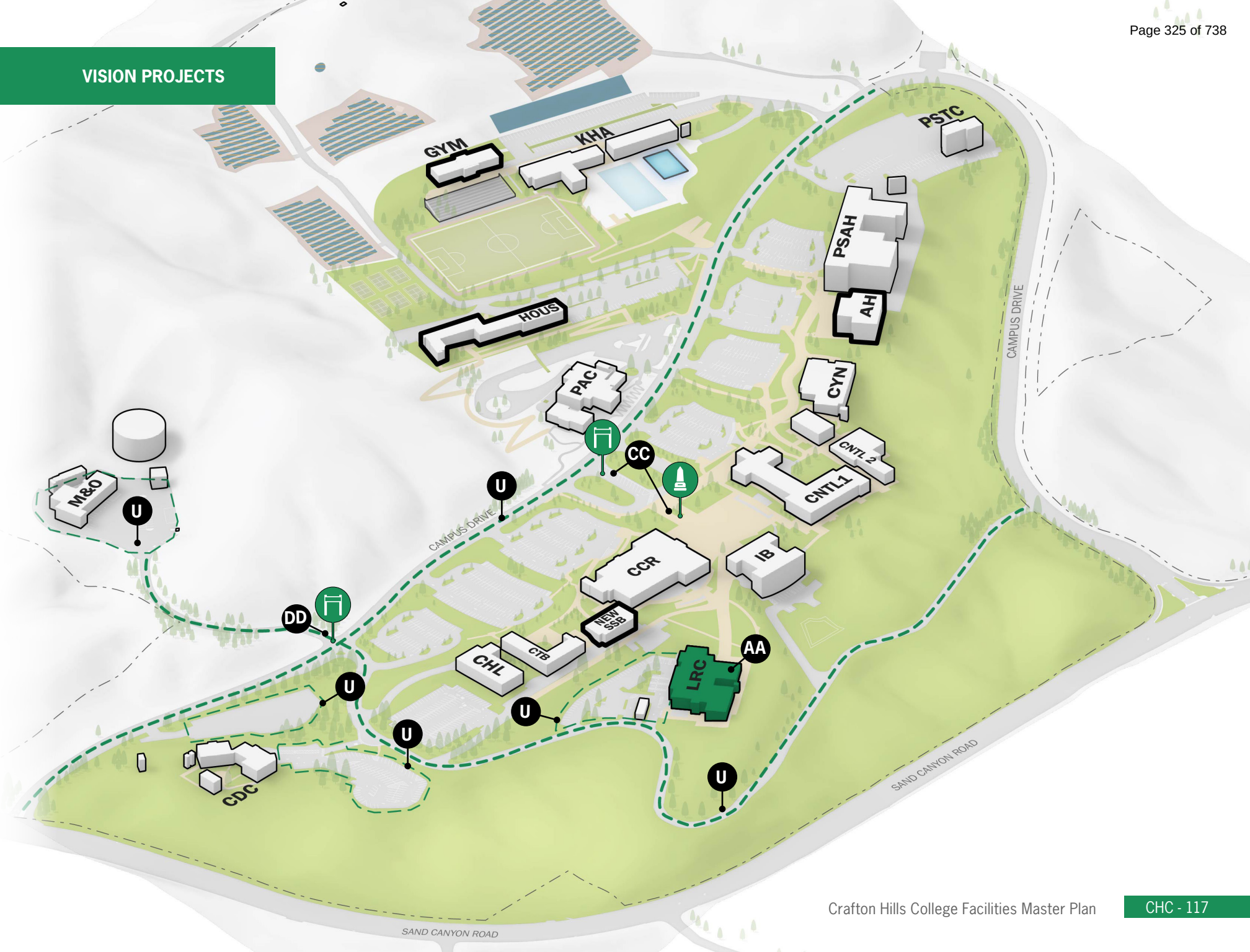
PROJECTS PLANNED FOR THE NEXT 10 YEARS, CONTINUED.

The following projects are ***standalone projects***, meaning they **do not have any complex dependencies**, like enabling projects. Although all projects will have construction and secondary impacts, these projects have greater flexibility in schedule and timing. These projects are denoted as either high, medium, or low priority.

Planned Priority		Project	Project Type	Size	Unit	Notes
High	**U**	PARKING LOTS, ROADWAY, AND WALKWAY IMPROVEMENT PROJECT	CIRCULATION			Emerald Drive resurface, M&O parking lot resurface, Lot N pave, campus-wide slurry and striping, Parking Lot M pathway, security gate on Emerald View near LRC, walkway improvements
High	**V**	CENTRAL PLANT UPGRADES	INFRASTRUCTURE			(e.g. boilers replacement with heat recovery chillers and air source heat pumps, chiller upgrades, cooling tower 3 replacement)
High	**W**	TECHNOLOGY INFRASTRUCTURE UPGRADES	INFRASTRUCTURE			(e.g. UPS upgrades/replacement, backbone infrastructure improvements and upgrades, VOIP Upgrades, redundant fiber service to buildings, Wi-Fi and Cellular network expansion, HVAC upgrades for MPOE/Data Center/BDF/IDF's)
High	**X**	EXTERIOR LIGHTING IMPROVEMENTS	INFRASTRUCTURE			(e.g. additional lighting in dark areas, necessary upgrades to exterior lighting control system to maintain functionality due to technology obsolescence)
High	**Y**	ELECTRICAL INFRASTRUCTURE UPGRADES	INFRASTRUCTURE			(e.g. cable testing and replacement of medium voltage cables, short circuit and arc flash analysis, provision of medium voltage selector switches, submetering, isolating and connecting specific buildings to a microgrid)
High	**Z**	WET UTILITIES UPGRADES	INFRASTRUCTURE			(e.g. conversion of Lot 11 irrigation to reclaimed water system, CCTV inspection of sewer main and gravity storm drains, sewer line extensions)
High	**AA**	LEARNING RESOURCE CENTER - STACKS REPURPOSING	RENOVATION	1,500	ASF	
Medium	**BB**	CAMPUS-WIDE ACTIVE LEARNING RETROFITS	RENOVATION			Active learning retrofits includes flexible furniture arrangements and new technology or equipment that supports collaborative learning
Medium	**CC**	CAMPUS QUAD IMPROVEMENTS - ART & ENTRY	EXTERIOR ENVIRONMENT	6,000	SF	Addition of iconic public art piece and improved gateway: signage, lighting, and landscaping around entry/drop-off
Low	**DD**	CAMPUS DRIVE - GATEWAY & SIGNAGE	EXTERIOR ENVIRONMENT	3,000	SF	New signage with landscaping, lighting, and cameras
		10-YEAR DEFERRED MAINTENANCE*	**Any project on an existing building should reference the Facilities Condition Assessment (in Appendix) to couple projects with building maintenance needs.**			

** Additional information on deferred maintenance included in Appendix*

VISION PROJECTS



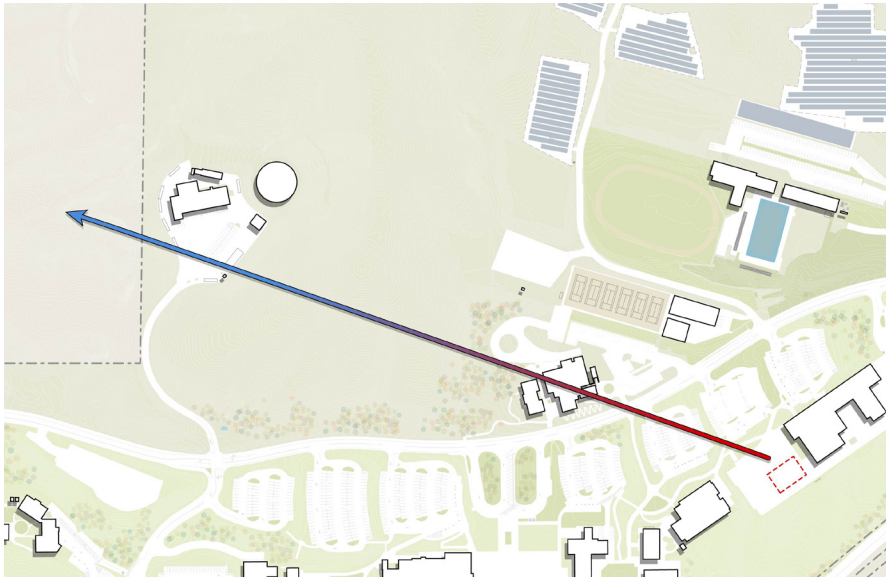
PROJECT SEQUENCING

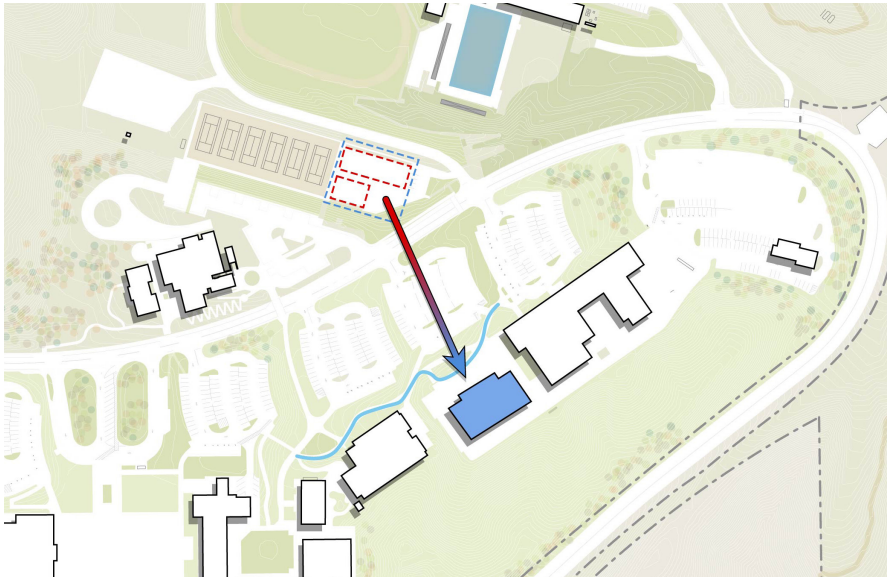
Project sequencing strategically determines the order in which bundled projects should be initiated and completed, with a focus on minimizing disruptions, managing costs, and ensuring academic program continuity. Some projects require enabling projects, temporary space, or depend on permanent relocations to proceed. While every project in the Facilities Master Plan involves some degree of sequencing, certain projects present more complex dependencies or require significant enabling steps.

The adjacent table outlines the various bundled projects that will be sequenced.

Note: These sequencing plans are subject to change depending on the actual implementation timeline.

ALLIED HEALTH BUILDING		
	ALLIED HEALTH BUILDING	NEW CONSTRUCTION
	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: INSTRUCTIONAL AREA	EXTERIOR ENVIRONMENT
	PRINT SHOP (EAST COMPLEX 1)	DEMOLITION
STUDENT HOUSING		
	STUDENT HOUSING	NEW CONSTRUCTION
	TENNIS COURTS	NEW CONSTRUCTION
	SOCCER FIELDS - COLLEGIATE SIZE	RENOVATION
	GRADING FOR NEW GYMNASIUM, FIELDS, AND HOUSING	NEW CONSTRUCTION
	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: HOUSING AREA	EXTERIOR ENVIRONMENT
	ROAD REALIGNMENT	CIRCULATION
	NEW PARKING LOT (BEFORE NORTH COMPLEX DEMO)	CIRCULATION
GYMNASIUM & SOCCER FIELD		
	NEW GYMNASIUM	NEW CONSTRUCTION
	PEDESTRIAN IMPROVEMENTS + PLACEMAKING - ATHLETICS AREA	EXTERIOR ENVIRONMENT
STUDENT SUPPORT BUILDING REPLACEMENT		
	NEW STUDENT SUPPORT BUILDING	NEW CONSTRUCTION
	CRAFTON CENTER (SECOND FLOOR)	PROGRAM MODIFICATION
	WEST COMPLEX	DEMOLITION
	STUDENT SUPPORT BUILDING	DEMOLITION
	PEDESTRIAN IMPROVEMENTS + PLACEMAKING: STUDENT SUPPORT AREA	EXTERIOR ENVIRONMENT
NORTH COMPLEX		
	NORTH COMPLEX	DEMOLITION
	NEW PARKING LOT (AFTER NORTH COMPLEX DEMO)	CIRCULATION





ALLIED HEALTH

In order to clear the site for the new Allied Health Building, the Print Shop will need to move to its new location. Once the Print Shop has vacated, the East Complex can be demolished. If needed in the near term, the Print Shop could swing into the North Complex.

Demolitions

- Print Shop (will need to move location)
- East Complex

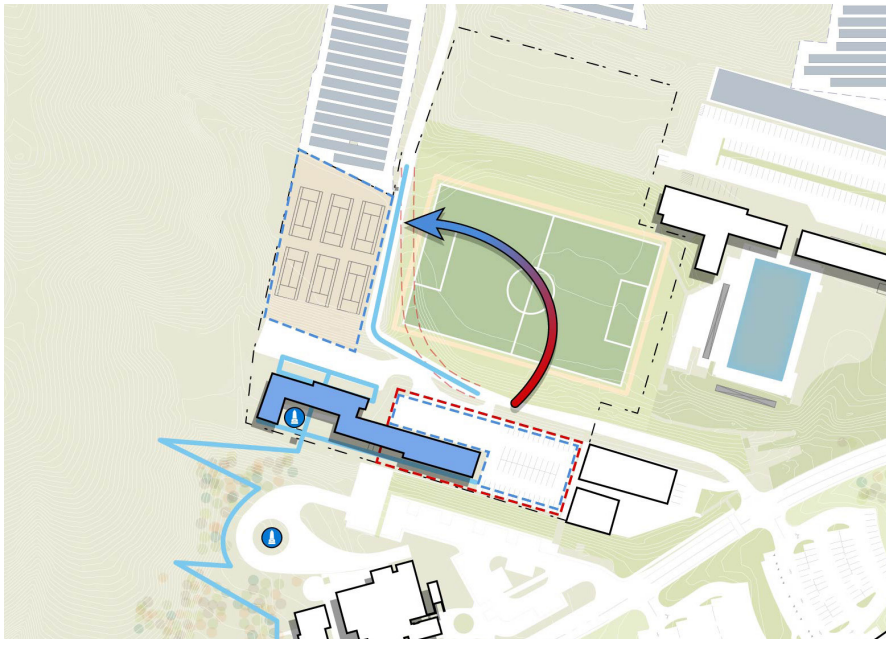
With a cleared site, the Allied Health Building can be constructed. Programs in the North Complex can move into the new Allied Building. The North Complex can serve as swing space as needed in the near term, and eventually be demolished, turning into a parking lot for the housing site, once developed. Pedestrian and placemaking improvements should also coincide with the new construction project.

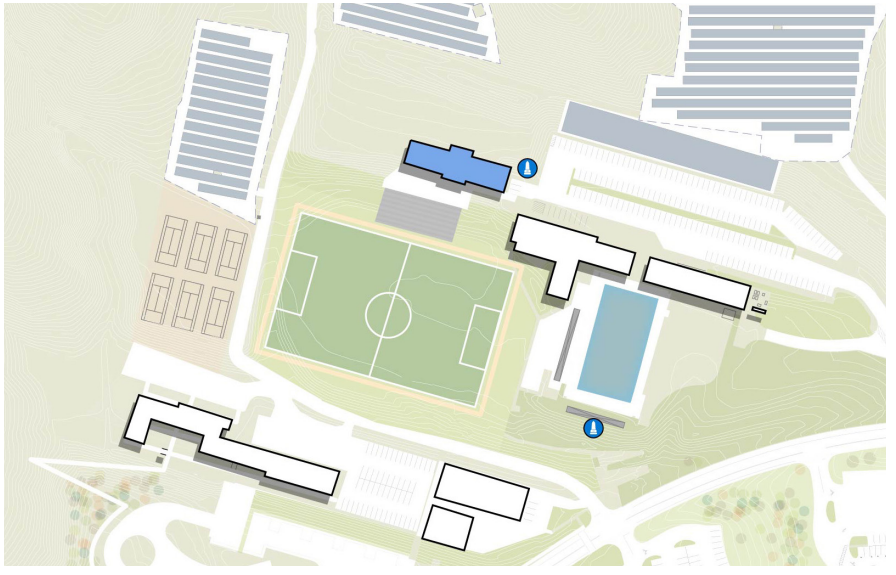
New Construction & Exterior Improvements

- Allied Health Building
- Pedestrian Improvements + Placemaking

Demolitions

- North Complex (near term swing space, and eventually turns into a parking lot for housing)





STUDENT HOUSING

In order to balance the site, grading for the soccer field, tennis courts, housing, and gymnasium will be done in conjunction. Once graded, the tennis courts can relocate, the soccer field, housing, and the adjoining parking lot can be built. In order to construct the soccer field, Trail Ridge Road will have to be realigned. Pedestrian and placemaking improvements should also coincide with these projects in this specific area.

Demolitions

- Existing Tennis Courts
- Crafton Hills Ridge Trail Road
- Regrade Site for Gym, Housing, and Soccer Field

New Construction & Exterior Improvements

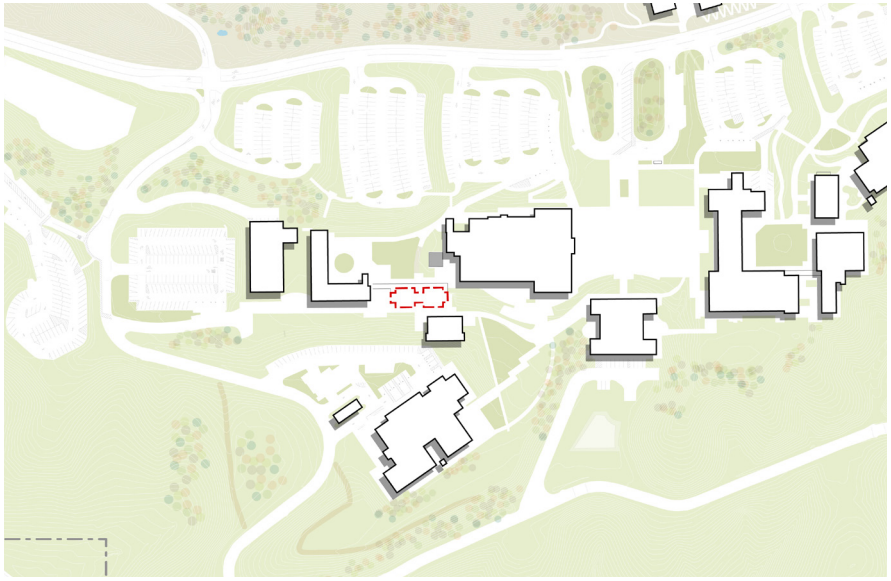
- Tennis Court Relocation
- Student Housing
- Student Housing Parking
- Collegiate Soccer Field
- Crafton Hills Ridge Trail Road Relocation
- Pedestrian Improvements & Placemaking

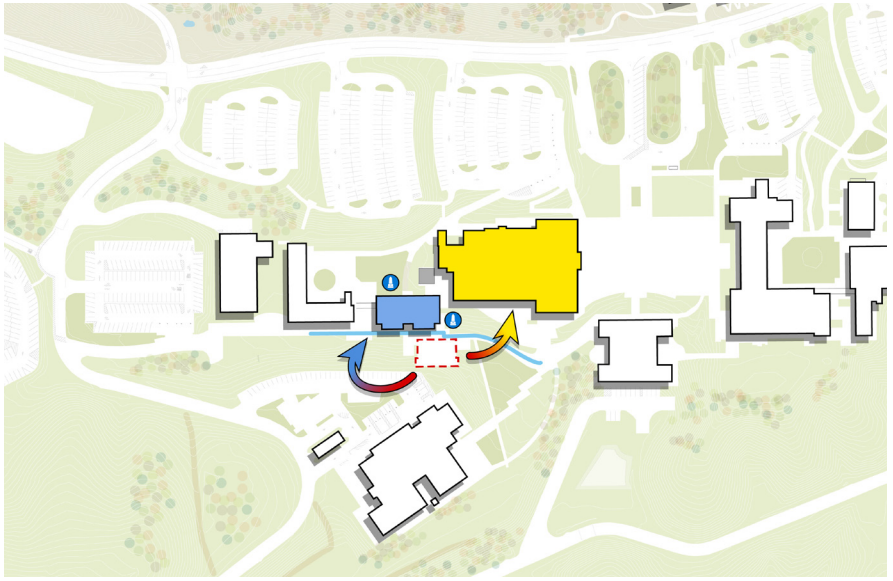
GYMNASIUM & SOCCER FIELD

The new gymnasium can be built after the site has been regraded. Pedestrian and placemaking improvements should coincide with these projects in this specific area.

New Construction & Exterior Improvements

- Gymnasium
- Pedestrian Improvements + Placemaking





STUDENT SUPPORT BUILDING REPLACEMENT

The New Student Support Building will require the demolition of the West Complex. All programs will already be vacated out of the West Complex at this point.

Demolitions

- West Complex

The construction of the New Student Support Building will enable the renovation of the Crafton Center second floor, providing either swing space or new space for an existing program in Crafton Center. Additionally, programs in the existing Student Support Building will be able to swing out into either the new building or the renovated second floor of the Crafton Center. If needed, the North Complex can also serve as swing space for these projects. Once moved, the existing Student Support Building can be demolished. Pedestrian and placemaking improvements should also coincide with these projects in this specific area.

New Construction & Exterior Improvements

- New Student Support Building
- Pedestrian Improvements + Placemaking

Renovation

- Crafton Center Second Floor

Demolitions

- Existing Student Support Building

CAMPUS STANDARDS

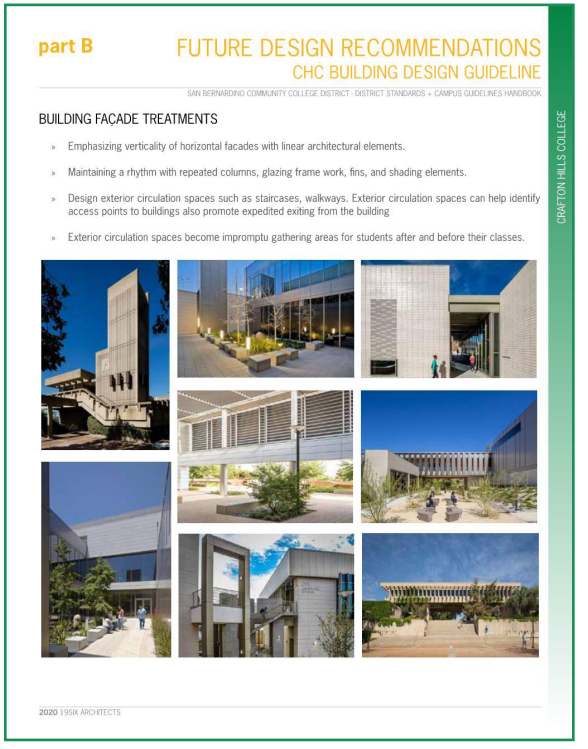
DISTRICT STANDARDS AND CAMPUS GUIDELINES

The implementation of any project should reference District and campus standards, including the District Standards and Campus Guidelines document. The document outlines a clear vision and direction for the physical design of all elements of campus, including buildings, site, interior spaces, MEP, safety, and security.

This document is continuously updated to reflect recent planning efforts, such as the Sustainability Plan, and the Facilities Master Plan.

HISTORICAL BUILDING RECOGNITION

Historic buildings and resources contribute to identity, branding, and culture. Prior to any project, a historic inventory should be taken of any buildings or resources that will be impacted by the project. By identifying historic resources early, the College can dictate whether the project will preserve or impact the historical resource(s). Design solutions can consider and compare impacts, alterations, demolitions or preservation strategies that align with the goals and modern needs of the College.


part B

FUTURE DESIGN RECOMMENDATIONS

CHC BUILDING DESIGN GUIDELINE

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - DISTRICT STANDARDS + CAMPUS GUIDELINES HANDBOOK

CRAFTON HILLS COLLEGE

BUILDING FAÇADE TREATMENTS

- Emphasizing verticality of horizontal facades with linear architectural elements.
- Maintaining a rhythm with repeated columns, glazing frame work, fins, and shading elements.
- Design exterior circulation spaces such as staircases, walkways. Exterior circulation spaces can help identify access points to buildings also promote expedited exiting from the building
- Exterior circulation spaces become impromptu gathering areas for students after and before their classes.

2020 19SIX ARCHITECTS


part B

DESIGN CHARACTERISTICS

CHC BUILDING DESIGN GUIDELINE

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - DISTRICT STANDARDS + CAMPUS GUIDELINES HANDBOOK

CRAFTON HILLS COLLEGE

DESIGN CHARACTERISTICS - ELEVATED BUILDING BLOCKS AND INTERCONNECTED COURTYARDS

Elevated buildings blocks to create shade entries and passageways.

Interconnecting courtyards

2020 19SIX ARCHITECTS

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PROJECT PRIORITIZATION

PHASE 01

Planned Priority

- Allied Health Building
- Student Housing + Tennis Courts + Soccer Field
- Gymnasium
- Student Support Building + Crafton Center + West Complex
- North Complex
- Instructional Pool

High Priority

- Parking Lots, Roadway, and Walkway Improvements
- Central Plant Upgrades
- Technology Upgrades
- Exterior Lighting Improvements
- Electrical Infrastructure Upgrades
- Wet Utilities Upgrades
- Learning Resource Center Stacks Repurposing

Medium Priority

- Active Learning Retrofits
- Campus Quad Improvements

Low Priority

- Campus Drive – Gateway and Signage

ROM COST ESTIMATES

TOTAL: $336,172,793

PHASE 01

Planned Priority

- Allied Health Building
- Student Housing + Tennis Courts + Soccer Field
- Gymnasium
- Student Support Building + Crafton Center + West Complex
- North Complex
- Instructional Pool

$209,200,135

High Priority

- Parking Lots, Roadway, and Walkway Improvements
- Central Plant Upgrades
- Technology Upgrades
- Exterior Lighting Improvements
- Electrical Infrastructure Upgrades
- Wet Utilities Upgrades
- Learning Resource Center Stacks Repurposing

$7,851,895

Medium Priority

- Active Learning Retrofits
- Campus Quad Improvements

$913,500

Low Priority

- Campus Drive – Gateway and Signage

$130,500

Infrastructure

$118,076,763

NOTES ON COST ESTIMATING:

- Estimates are in 2025 dollars (not escalated)
- Estimates are Total Project Costs (inclusive of soft costs)
- Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further



CHC6

APPENDIX


CENTRAL COMPLEX



APPENDIX TABLE OF CONTENTS

A.1 SPACE UTILIZATION STUDY

A.2 SPACE NEEDS ASSESSMENT

A.3 FACILITIES CONDITION ASSESSMENT

A.4 UTILITY INFRASTRUCTURE MASTER PLAN

A.5 COST ESTIMATES



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VOLUME 04: SBCCD DISTRICT SUPPORT OPERATIONS FACILITIES MASTER PLAN

(2025 – 2037)

SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT

DLRGROUP

MESSAGE FROM THE CHANCELLOR

At the San Bernardino Community College District, we're making strategic upgrades to our classrooms, labs, and career training spaces to ensure everyone in our community has a real shot at a great education and a brighter future.

These upgrades mean safer, modern spaces where students can learn the skills they need for good-paying jobs that support their families and strengthen our local economy. Over the next decade, we're reimagining our campuses to meet the needs of today's students, workers, and families—and to prepare for the future.

In these new spaces, students will train for careers in construction, healthcare, manufacturing, utilities, public service, and more. This isn't just about new buildings. It's about investing in what matters most: our community's future. Here's how:

- A Stronger Local Economy: When we train workers for in-demand jobs, local businesses grow, and our community thrives.
- Affordable Education: Families save thousands when students start their first two years of college with us before transferring to a university.
- Better Opportunities: Whether it's veterans, working parents, or unemployed adults, our programs help people find good-paying, stable jobs.

When we invest in our community colleges, we invest in the people and opportunities that make the Inland Empire stronger. These new spaces will help our students, families, and workers succeed; and that success will make our communities safer, vibrant, and more prosperous.

We're excited to make this vision a reality. Together, we can build a stronger future for everyone, right here at home.

Diana Z. Rodriguez, Ed.D.
Chancellor
San Bernardino Community College District



Diana Z. Rodriguez, Ed.D., Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



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DS01

PROJECT INTRODUCTION


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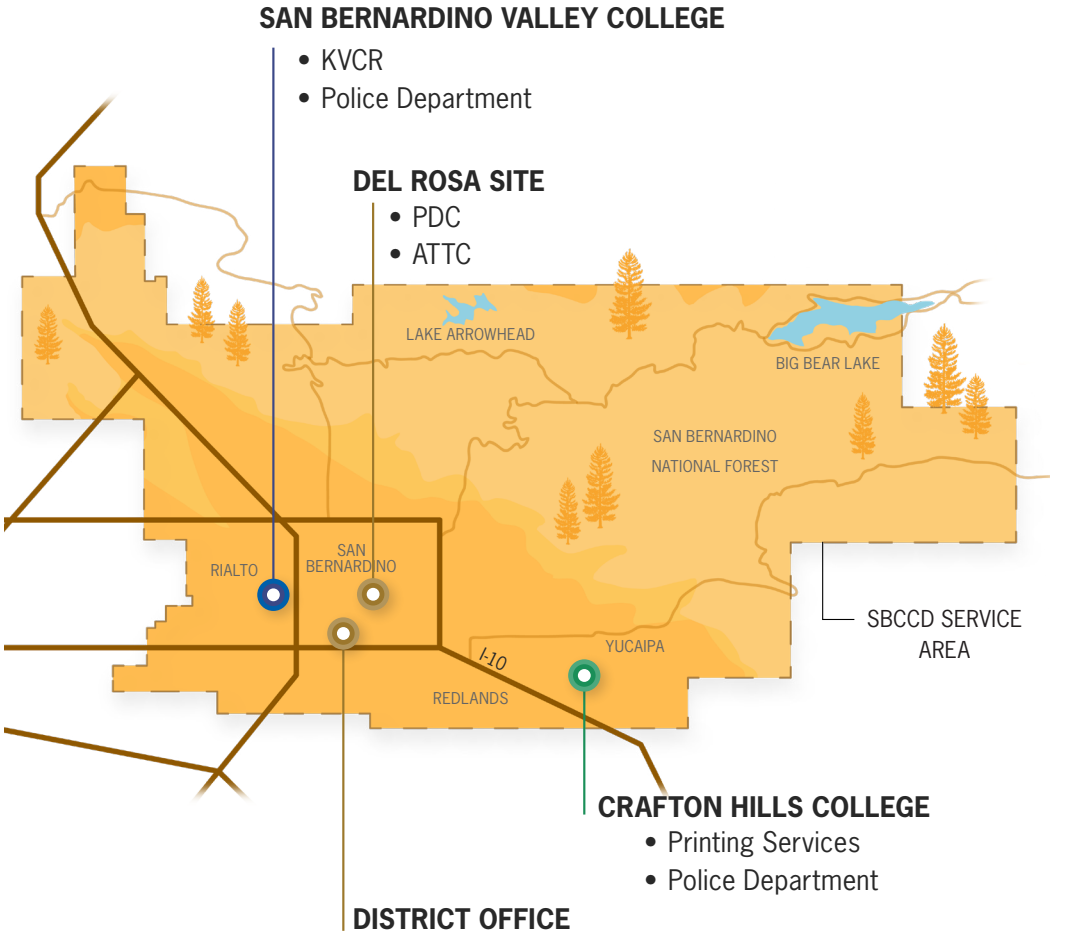
ABOUT SBCCD DISTRICT SUPPORT OPERATIONS

District Support Operations (DSO) oversees the entire San Bernardino Community College District, which includes: San Bernardino Valley College, Crafton Hills College, and KVCR 91.9 FM and TV Channel 24.

The Facilities Master Plan studied and planned for the following sites and buildings that support the functions and mission of District Support Operations:

- District Office (550 E Hospitality Lane)
- Del Rosa Site - parcels that house the Economic and Development Corporate Training Center (EDCT), including:
  - Professional Development Center (PDC - 114 S Del Rosa Dr)
  - Applied Technical Training Center - (ATTC - 124 S Del Rosa Dr)
- Valley College Radio - KVCR (701 South Mt. Vernon Ave)
- Printing Services (11711 Sand Canyon Rd, Building 14)
- Police Department Space (Integrated in CHC Building 10 and SBVC Campus Center)



SBCCD DSO AT A GLANCE

164 EMPLOYEES
42 TEMPORARY EMPLOYEES
23 OPEN POSITIONS

VISION

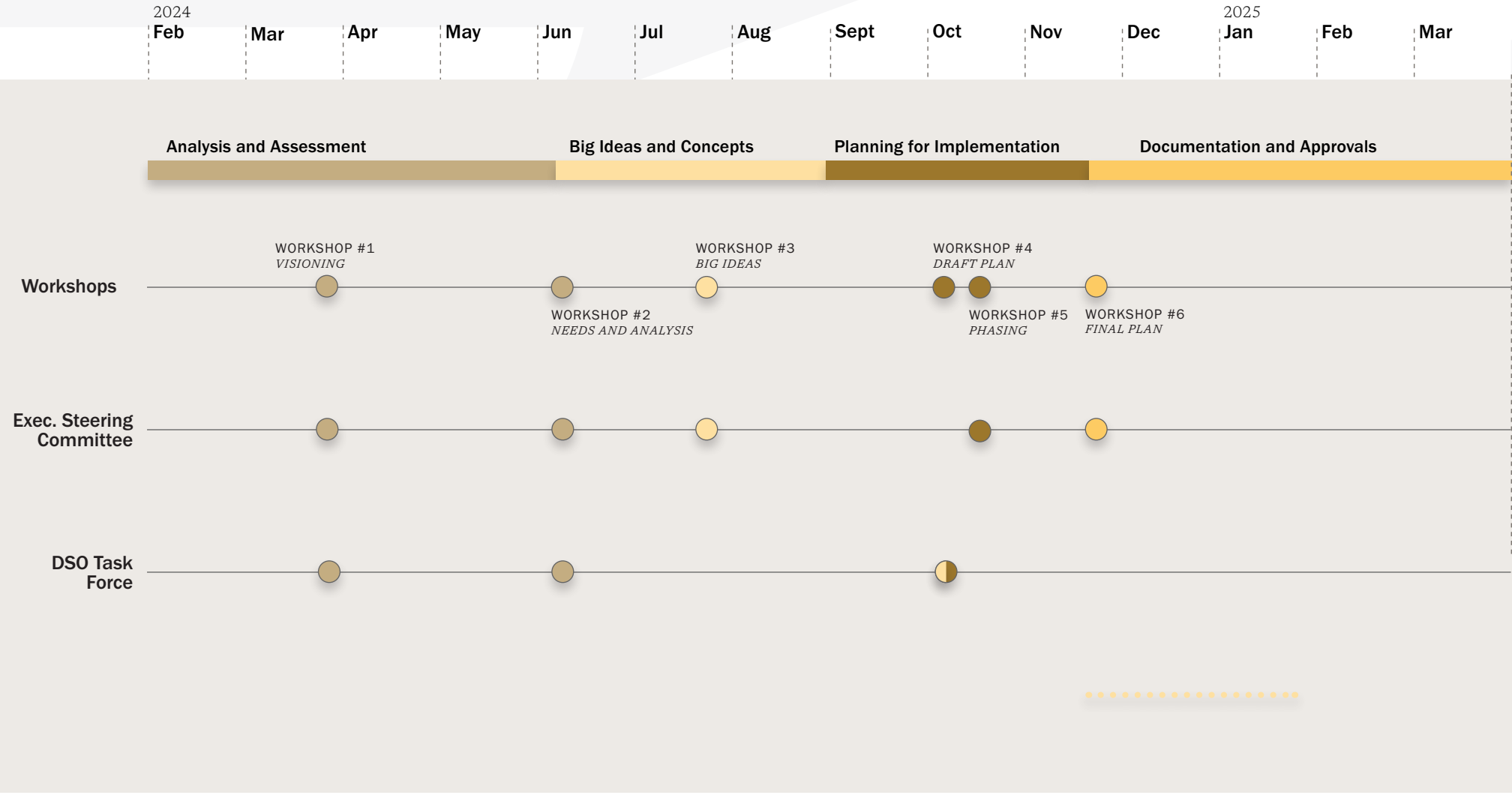
Inspiring possibilities for bright futures and a prosperous community.

VALUES

Accessibility, Inclusion, Integrity, Courage, Collaboration, and Excellence.

17,500 ASF IN DISTRICT OFFICE
22,000 ASF ON DEL ROSA SITE
13,500 ASF ON SBVC CAMPUS
5,800 ASF ON CHC CAMPUS

MASTER PLANNING SCHEDULE



01: Analysis and Assessment

Goals, opportunities, and needs were identified through extensive data gathering, analysis, assessment, and engagement with stakeholders. Engagement led to quantitative and qualitative data which informed the physical planning at SBCCD DSO.

02: Big Ideas and Concepts

Additional engagement generated “Big Ideas”, created alternatives to district office development, and defined a development framework that allows for flexible implementation.

03: Planning for Implementation

District Office improvements were prioritized according to return on investment, strategic value, and impact on staff.

04: Documentation and Approvals

The SBCCD DSO Master Plan was confirmed, documented, and delivered. The following document provides a summary of the planning process, existing conditions, and strategic recommendations to guide future development for SBCCD DSO.

PREVIOUS PLANS AND STUDIES

As a part of the Master Planning Process the team referenced past planning efforts completed by San Bernardino Community College District, including the 2022 SBCCD Strategic Plan and the 2023 Sustainability Master Plan.

2022 SBCCD STRATEGIC PLAN

In April 2022, the SBCCD Board of Trustees adopted the San Bernardino Community College District Strategic Plan 2022-2027. The Plan encompasses four broad goals to serve the residents, communities, and employers of the SBCCD region:

1. Eliminate Barriers to Student Access and Success

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

3. Be a Leader and Partner in Addressing Regional Issues

4. Ensure Fiscal Accountability / Sustainability

2022 NEEDS ASSESSMENT REPORT

In 2022, 19six Architects prepared a District Needs Assessment for SBCCD, for five properties: KVCR/IMA, 114 Del Rosa, ATTC, Highland Avenue, and 8th Street.

This study determined future needs and growth opportunities for the programs within these properties and developed recommendations for building renovations and expansions. This study will be referenced in this Master Plan, specifically for the program needs identified for KVCR and EDCT.

2023 SUSTAINABILITY MASTER PLAN

This Sustainability Plan serves as a strategic blueprint devised for the San Bernardino Community College District establishing a comprehensive and robust plan for sustainability efforts.

SBCCD's sustainability vision is woven around several sustainability focus areas, under which high-level goals have been defined for:

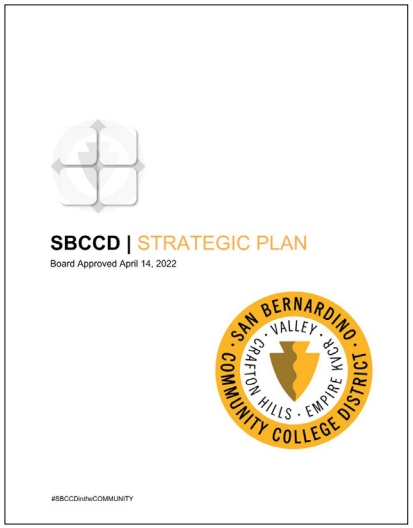
- Carbon Mitigation
- Materials
- Energy
- Ongoing Engagement and Transparency
- Water
- Education
- Transportation

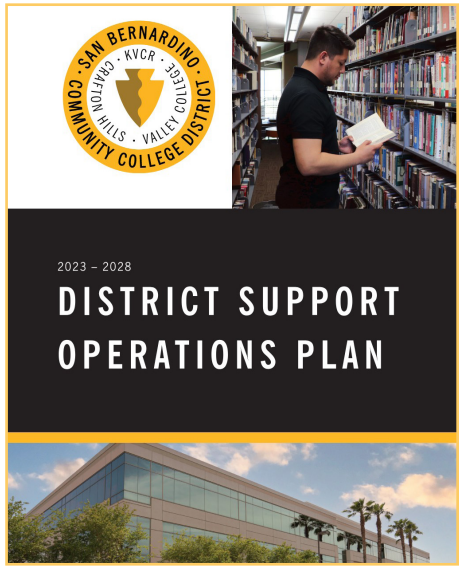
2023 DISTRICT SUPPORT OPERATIONS PLAN

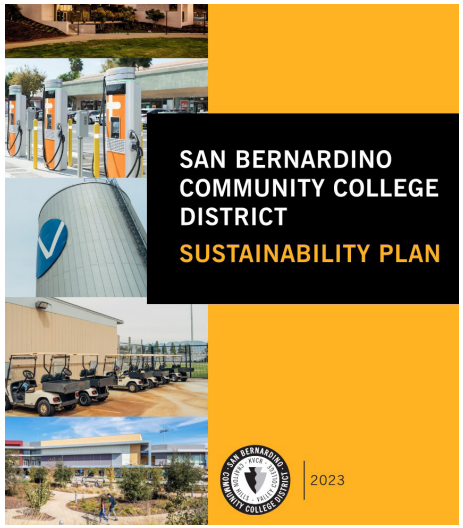
The five-month DSO Planning Project began in January 2023 and was completed in May 2023. The DSO Planning Project set four goals and 15 objectives to guide the District Support Operations (DSO), SBVC, and CHC in serving the region over the next five years, while also supporting the SBCCD Strategic Plan and each of the College's Educational Master Plans.

The DSO Planning Project identified the following four key elements:

1. Develop the five-year DSO Plan Strategic Directions and Supporting Actions
2. Align and refine the SBCCD Integrated Planning Model components
3. Confirm and revise the SBCCD Delineation of Functions Map
4. Continue building collaboration, respect, and a positive culture among DSO, SBVC and CHC colleagues







ENGAGEMENT WITH THE DISTRICT

San Bernardino Community College District understands the importance of user engagement in a successful planning process. The Facilities Master Plan demonstrates the integrated design process in bringing together a multitude of design elements, driven by stakeholder feedback. The planning efforts contained in this report were developed through a series of interactive workshops with District leadership and stakeholders.

Multiple workshops were held to solicit feedback, providing information on campus existing conditions, priorities, and experiences. Each workshop incorporated engagement exercises that provided a lens for the planning team to understand campus perspectives and establish planning principles, goals, and objectives to guide the Plan forward.

The timeline below outlines the frequency of engagement with the District Task Force and Executive Leadership:

Visioning

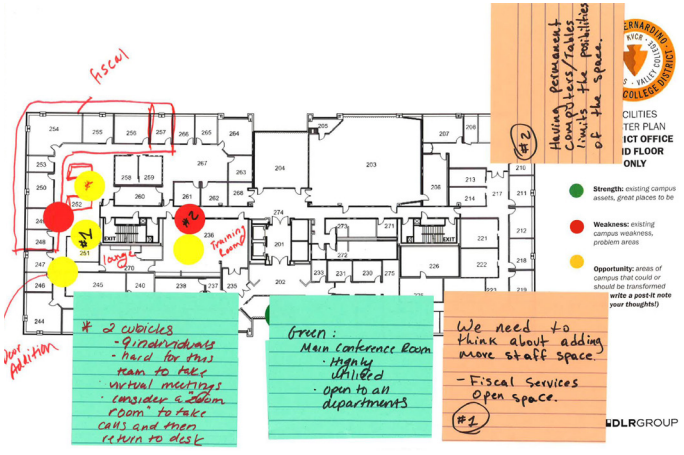
Big Ideas

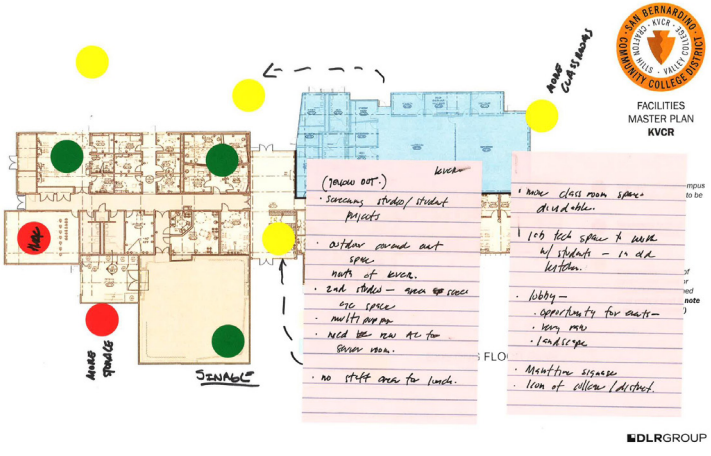
Draft Plan

Document

March 21st, 2024 - DSO Executive Leadership
March 28th, 2024 - DSO Visioning Session
June 4th, 2024 - DSO Task Force - Needs and Analysis
June 6th, 2024 - DSO Executive Leadership
July 25th, 2024 - DSO Executive Leadership
August 20th, 2024 - Workforce Development Visioning
September 20th, 2024 - Workforce Development Meeting
October 2nd, 2024 - DSO Task Force
October 10th, 2024 - DSO Executive Leadership
November 14th, 2024 - DSO Executive Leadership

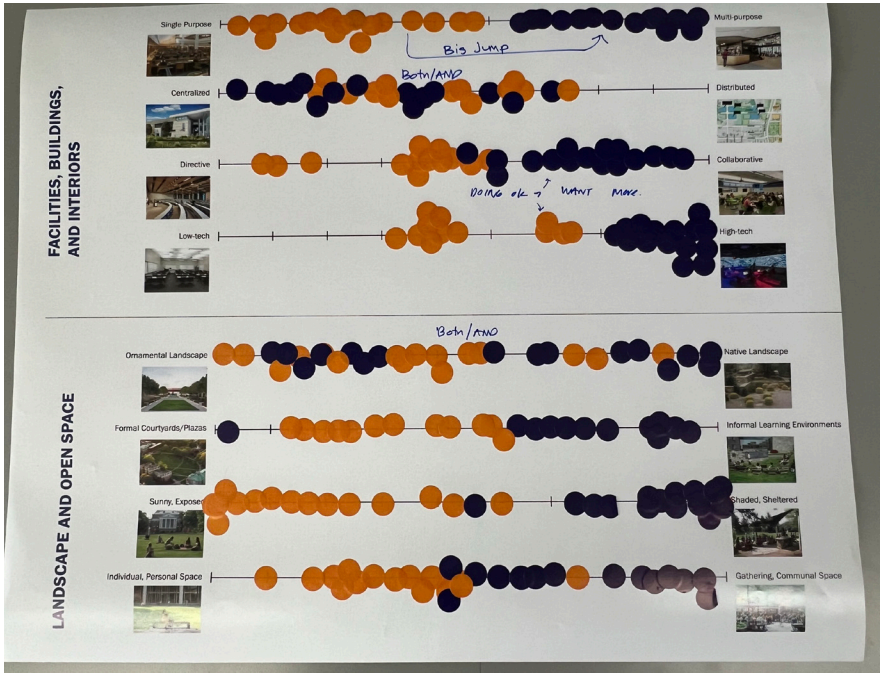








Visioning workshops for DSO.





DSO2

DSO BASELINE


550

DISTRICT OFFICE

550 E HOSPITALITY LANE

A majority of the District Support Operations (DSO) support workspace is located on the second floor of the District Office, 550 E Hospitality Lane. Consisting of mostly workspace, including conference room space, a training room, and a board room, the District Office is approximately 17,500 ASF. The following departments currently have workspace at this location:

- Executive Vice Chancellor of FAM
  - Business Services
  - Facilities Planning, Construction, Sustainability & Local Outreach
  - Fiscal Services
- Government Relations & Strategic Communications*
- Human Resources & Payroll
- Office of the Chancellor
- Vice Chancellor of Ed. & SSS
  - Research, Planning, & Institutional Effectiveness
  - Technology and Educational Support Services (TESS)**

**Government Relations has employees at EDCT, additionally*

***TESS has employees with physical office locations at the campuses: CHC (including printing services) and SBVC*



Existing floor plan of the District Office color coded by department.

DEPARTMENTS:

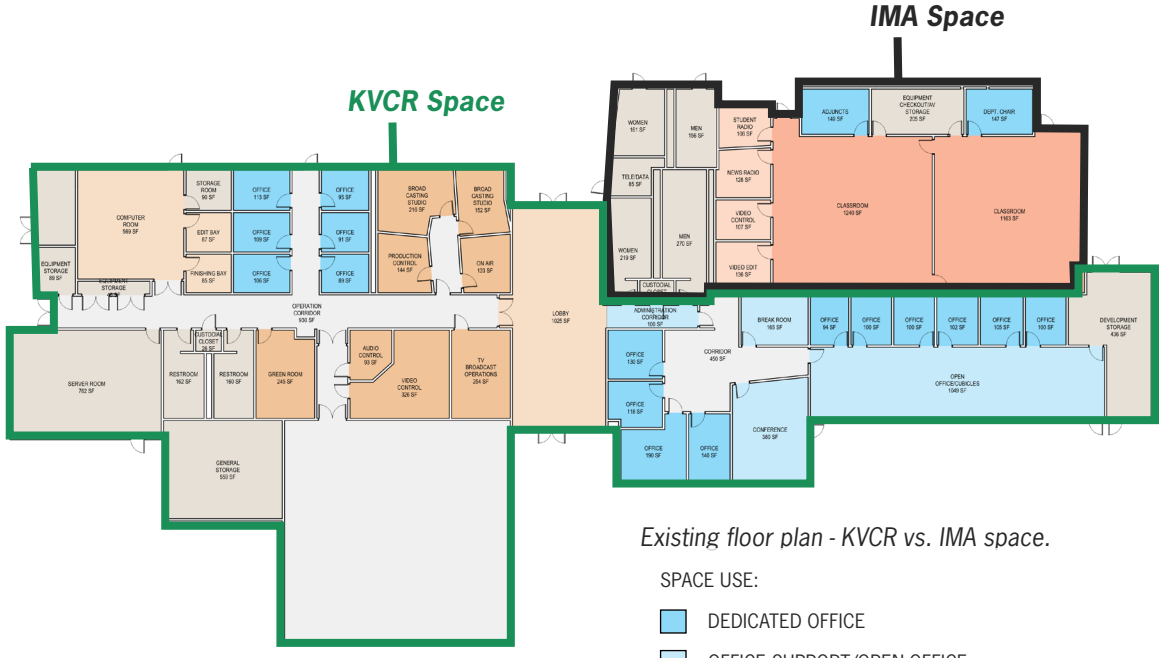
- EXECUTIVE VICE CHANCELLOR OF FAM
- BUSINESS SERVICES
- FACILITIES PLANNING, CONSTRUCTION, SUSTAINABILITY & LOCAL OUTREACH
- FISCAL SERVICES
- GOVERNMENT RELATIONS & STRATEGIC COMMUNICATIONS
- HUMAN RESOURCES & PAYROLL
- OFFICE OF THE CHANCELLOR
- VICE CHANCELLOR OF ED. & SSS
- RESEARCH, PLANNING, & INSTITUTIONAL EFFECTIVENESS
- TECHNOLOLGY & EDUCATIONAL SUPPORT SERVICES (TESS)

VALLEY COLLEGE RADIO (KVCR) & INSTITUTE OF MEDIA ARTS (IMA)

701 SOUTH MT. VERNON AVE.

KVCR is the only publicly-owned radio and TV operation serving the Inland Empire. The vision of KVCR is to "create a trusted destination facilitating conversation for an engaged citizenry, producing future leaders through media, and building a better future through community participation". KVCR is a creative incubator, broadcasting platform, and collaborator with SBCCD's Economic Development and Corporate Training (EDCT) and SBVC's Institute of Media Arts (IMA).

Located at 701 South Mt. Vernon Ave, on the SBVC Campus, KVCR shares a building with IMA. IMA is affiliated with SBVC's Film, TV, and Media program. The building is about 18,400 GSF/12,500 ASF; the West side of the building is mostly used by KVCR and the East side of the building is shared between KVCR and IMA.



Existing floor plan - KVCR vs. IMA space.

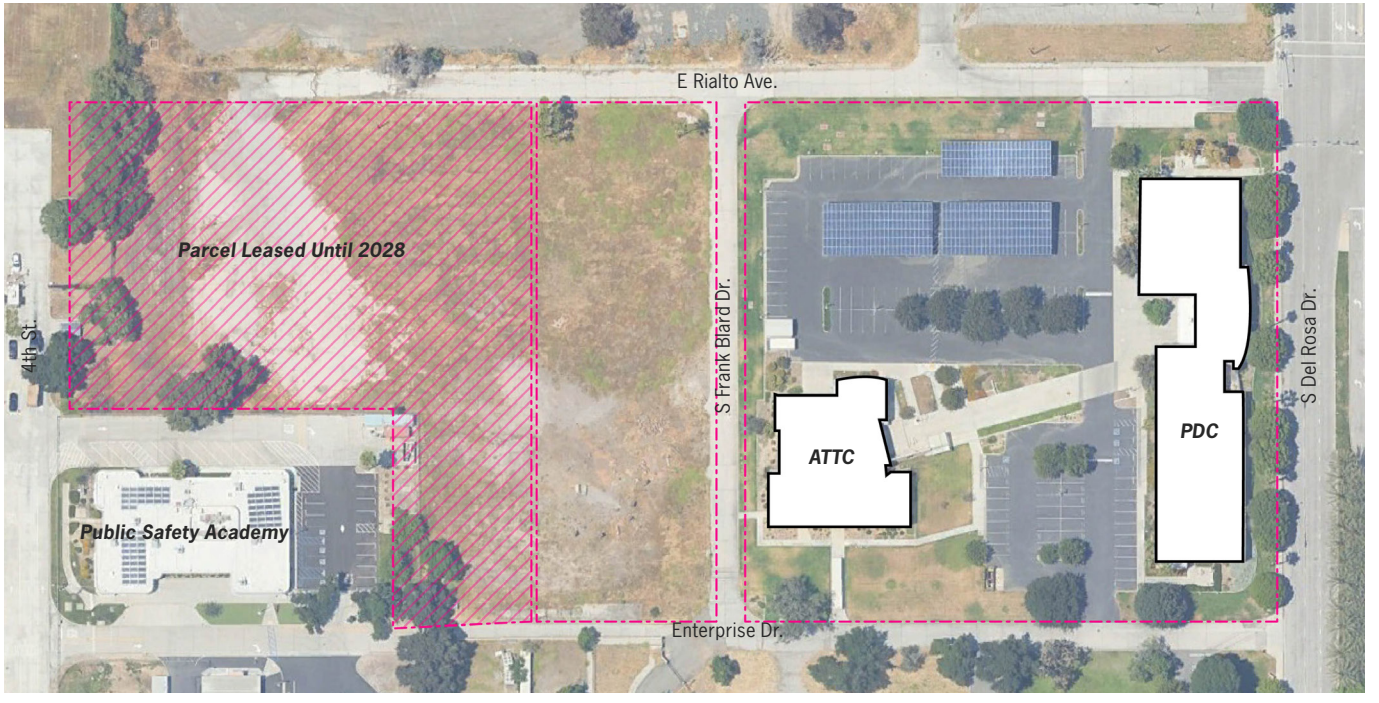
SPACE USE:

- DEDICATED OFFICE
- OFFICE SUPPORT/OPEN OFFICE
- DEDICATED CLASSROOM/INSTRUCTION
- CLASSROOM SUPPORT
- DEDICATED GENERAL USE
- OPEN GENERAL USE
- BUILDING SUPPORT

DEL ROSA SITE

The Professional Development Center (PDC) and Applied Technology Training Center (ATTC) currently sit on what is known as the Del Rosa site. The site is bordered by E Rialto Avenue, S Frank Blard Drive, Enterprise Drive, and S Del Rosa Drive. This is the existing hub for the Economic Development and Corporate Training Center (EDCT) at SBCCD.

This parcel is adjacent to another parcel SBCCD owns, bordered by S Frank Blard Drive, E Rialto Avenue, Enterprise Drive, 4th Street, and the Public Safety Academy. A portion of this parcel is leased until 2028; a new field facility was just built on the leased portion. The other portion of the parcel is currently used as outdoor classroom space.



PROFESSIONAL DEVELOPMENT CENTER (PDC)

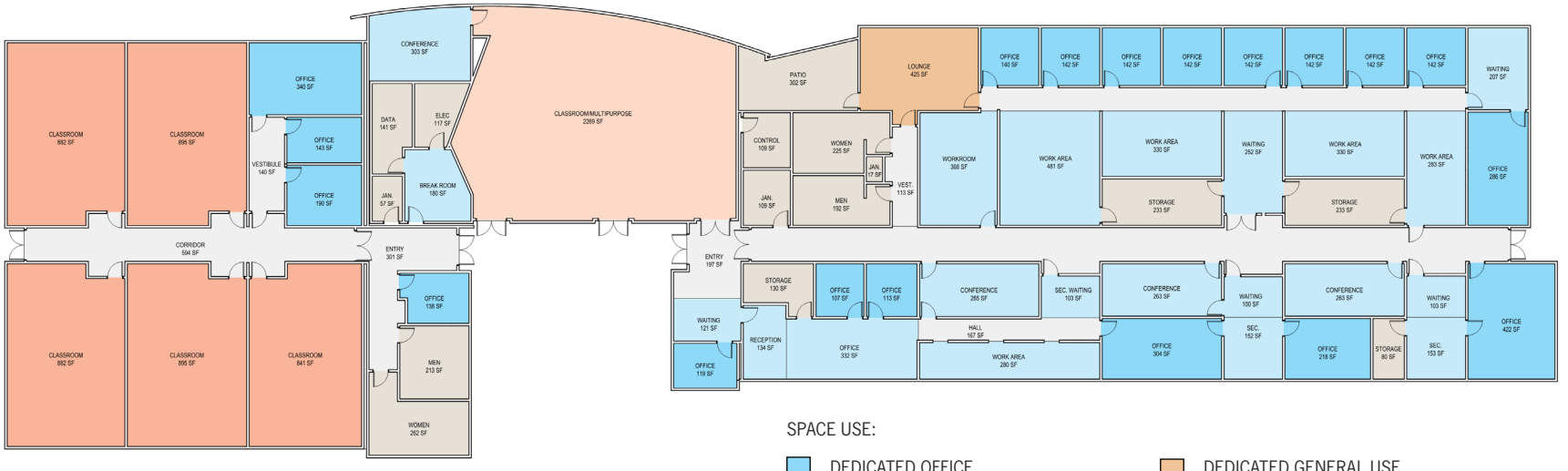
114 S DEL ROSA DR

The Professional Development Center (PDC) “transforms lives by connecting local, regional and statewide community colleges, industry, government, and community-based organizations to remove barriers and create economic opportunities for our most vulnerable populations”. The PDC provides technical and soft skills for Construction and Union Trades, Healthcare, Manufacturing, Office and Clerical, Public Sector, Tree Care and Forestry, Utilities, Warehouse and Logistics, and more.

Located at 114 S Del Rosa Dr, the previous District Office, PDC is a 26,800 GSF / 15,200 ASF building that consists of a large multi-purpose room in the center, with five classrooms utilized for skills training on the north side, and office space on the south side.

Economic Development and Corporate Training (EDCT) and Government Relations and Strategic Communications* are the DSO departments that currently have workspace at this location.

**Government Relations also has employees at the District Office*



Existing floor plan of PDC.

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SPACE USE:

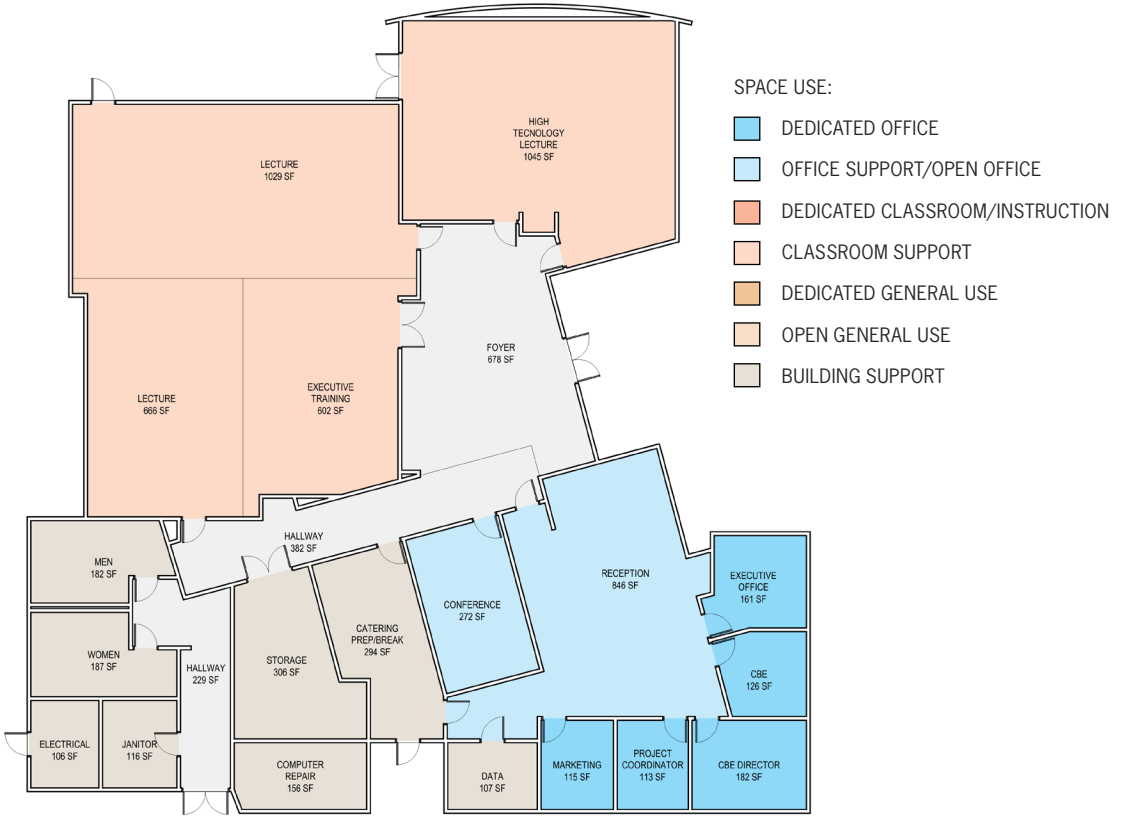
- DEDICATED OFFICE
- OFFICE SUPPORT/OPEN OFFICE
- DEDICATED CLASSROOM/INSTRUCTION
- CLASSROOM SUPPORT
- DEDICATED GENERAL USE
- OPEN GENERAL USE
- BUILDING SUPPORT

APPLIED TECHNOLOGY TRAINING CENTER (ATTC)

124 S DEL ROSA DR

The Applied Technology Training Center (ATTC) is located on the same site as PDC, supporting the Economic Development and Corporate Training (EDCT) Center. The building is about 9,700 GSF / 6,800 ASF and consists of a large multi-purpose room, high-tech room, offices and workplace, and storage.

EDCT and Vice Chancellor Ed. & SSS are the DSO departments that currently have workspace at this location.



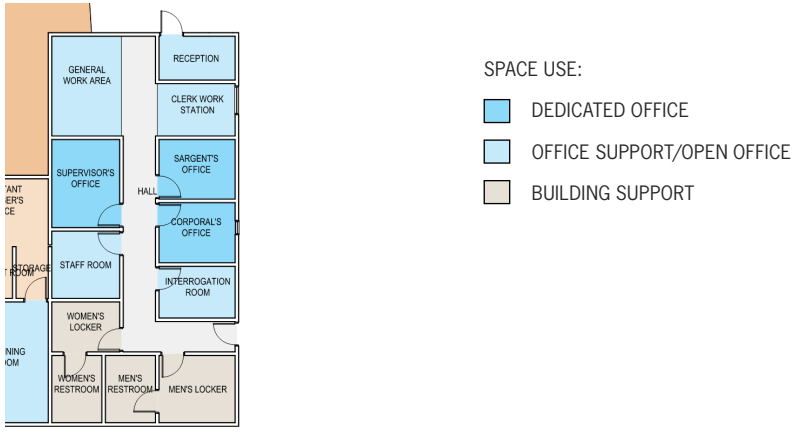
Existing floor plan of ATTC.

POLICE DEPARTMENT - SBVC CAMPUS CENTER & CHC BUILDING 10

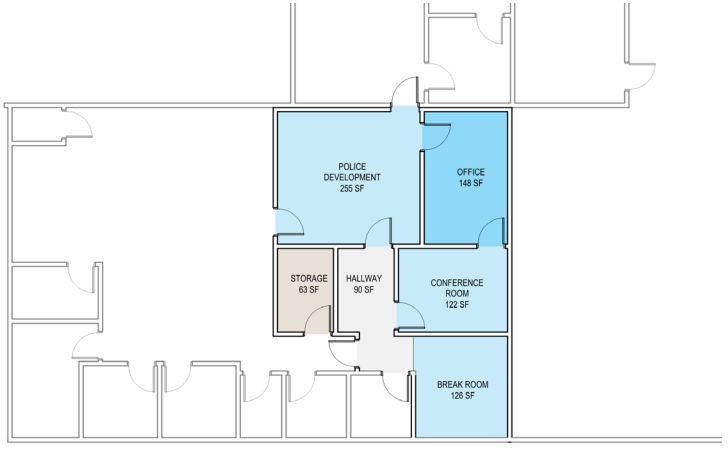
The Police Department and Campus Safety are critical in providing a “safe and secure learning and working environment for all students and employees”. The Police Department is currently located in two buildings, one at CHC and one at SBVC.

At SBVC, the Police Department occupies about 1,000 ASF in the Campus Center building. The space consists of office space, an armory, locker rooms, break area, and a small lobby.

At CHC, the Police Department occupies about 750 ASF of the Central Complex 1 (Building 10). The space consists of office space, a conference room, and a break room.



Existing floor plan of Police Department at SBVC - Campus Center.



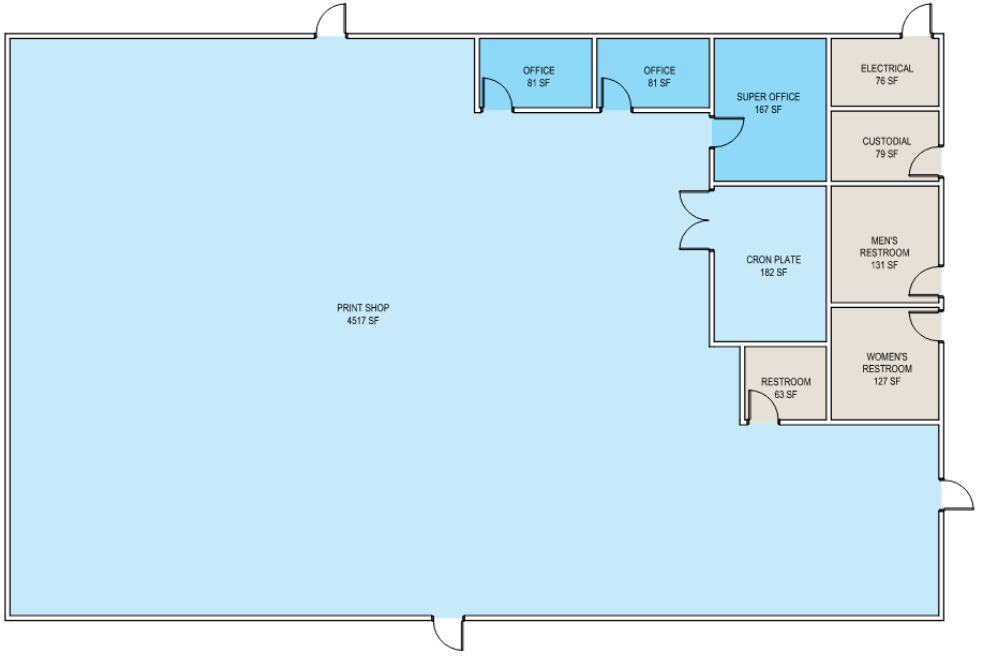
Existing floor plan of Police Department at CHC - Building 10.

SBCCD PRINTING SERVICES

11711 SAND CANYON ROAD, BUILDING 14

Graphics and Printing Services offer a variety of services from graphic design and layout, low and high volume printing, banner creation, laminating, brochures, envelopes, letterheads, business cards, district forms, and more. Printing Services serves all departments in SBCCD.

Printing Services is located in the East Complex 1 building on the Crafton Hills College Campus; the building is approximately 5,700 GSF / 5,000 ASF. The building includes a print shop with supporting office space.



Existing floor plan of Printing Services.

SPACE USE:

- DEDICATED OFFICE
- OFFICE SUPPORT/PRINT SHOP
- BUILDING SUPPORT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FACILITIES CONDITION

The District Support Operations (DSO) buildings for San Bernardino Community College District were all constructed in the early 2000's, except for One Parkside, constructed in 1992.

The overall condition of each campus facility is key information for a long-term planning effort, signaling when building infrastructure and maintenance upgrades will be needed. This is a piece of the holistic picture that informs renovations and replacements of facilities within a larger plan.

FCI Ranges and Description	
Good: 0 - 5 %	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
Fair: 5 - 10%	Subject to wear but is still in a serviceable and functioning condition.
Poor: 10 - 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
Critical: 30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

FACILITIES CONDITIONS ASSESSMENT

A Facilities Condition Assessment (FCA) was completed as a part of the Facilities Master Planning Process. The full findings of the 2024 Facilities Conditions Assessment can be found in the Appendix. A major goal of the FCA is to calculate the Facility Condition Index (FCI), which provides a theoretical objective indication of a facility's overall condition. The FCI is defined as the ratio of the cost of current needs divided by the current replacement value (CRV) of the facility.

The adjacent chart presents the industry standard ranges. As the Master Planning process examines and assumes the future of the campus environment in 10 years, the table on the facing page outlines the anticipated conditions of each of the facilities at the end of defined periods (if no action was taken). This provides an illustration of when specific buildings will need focused investment.

CURRENT (2024)

As of 2024, all the assessed buildings receive an FCI rating of less than 5% and a classification of 'Good'.

2027

Projecting three years out, to 2027, four of the assessed buildings still hold a classification of 'Good', with the Applied Technology Training Center receiving a classification of 'Fair'.

2029

Projecting five years out, to 2029, the Applied Technology Center receives a classification of 'Poor'. One Parkside, North River Place and Two Parkside all receive classifications of 'Fair' and the Economic Development and Corporate Training Center maintains a classification of 'Good'.

2034

Projecting 10 years out, to 2034, four assessed buildings receive 'Poor' classifications, and the first 'Critical' classification emerges for the One Parkside building.

Although campus buildings are generally in good condition today, investment in maintenance will need to continue over the next ten years to ensure they remain operational.

Building Number	Building Name	Total SF	Replacement Value	Current	3 - Year (2027)	5 - Year (2029)	10 - Year (2034)
DNO0NPS	One Parkside (560 E. Hospitality Lane)	71,106	$60,440,100	Good	Good	Fair	Critical
DNO0NRP	North River Place (658 E. Brier Drive)	71,834	$61,058,900	Good	Good	Fair	Poor
DNO0TPS	Two Parkside (550 E. Hospitality Lane)	82,699	$70,294,150	Good	Good	Fair	Poor
DSO - 02	Economic Development and Corporate Training (114 S. Del Rosa Drive)	26,800	$22,780,000	Good	Good	Good	Poor
DSO - 46	Applied Technology Training Center (124 S. Del Rosa Drive)	9,731	$8,271,350	Good	Fair	Poor	Poor



114 S. Del Rosa Drive



550 E. Hospitality Lane



124 S. Del Rosa Drive



DS03

GUIDING PRINCIPLES & PROGRAM NEEDS


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INTRODUCTION

Planning principles and program needs for DSO facilities were derived through stakeholder engagement, analysis and tours, previous studies, best practices, and workplace trends.

Overarching Master Plan Themes, established for the entire SBCCD Facilities Master Plan, and DSO specific Planning Principles serve as a framework and guide for all future physical investments in DSO facilities and infrastructure.

Program needs serve as a key driver for this Plan. Each DSO department provided feedback on additional space needs or modifications to space based upon existing and future staffing. The plan addresses these program needs under the umbrella of the guiding principles.

As a majority of the space is classified as workspace, best practices around workspace are outlined in this document. These best practices are suggested to be implemented where feasible in future projects, but are not assumed to be implemented globally.



FACILITIES MASTER PLAN DISTRICT-WIDE THEMES

MODERNIZE FACILITIES:
Modernize existing facilities to propel excellence and community prosperity.

RIGHT-SIZE & MAXIMIZE EFFICIENCY:
Right-size and equitably redistribute space and services to maximize efficiency and respond to trends in higher education.

FOSTER A SUSTAINABLE FUTURE:
Ensure development addresses each of the goals within the Sustainability Plan, prioritizing resource conservation and the well-being of people and the planet.

DESIGN FOR SAFETY & INCLUSIVITY:
Design a built environment that fosters a safe and welcoming setting for students, faculty, and staff.

BUILD COMMUNITY & FOSTER COLLABORATION:
Create spaces for events and daily gatherings to build community and foster collaboration.

IMPROVE BRANDING, WAYFINDING, ART:
Improve branding, wayfinding, and public art to strengthen SBCCD's identity.

CREATE FLEXIBLE CLASSROOMS & SUPPORT ACTIVE LEARNING:
Design classrooms for flexibility and active learning to facilitate a collaborative learning environment.

DSO SPECIFIC PRINCIPLES

Right-size and relocate space based upon DSO needs and workplace trends.

Create event space in alignment with the District's desire to host community.

Re-imagine underutilized spaces.

Incorporate spaces for departmental and interdepartmental collaboration.

Ensure SBCCD branding is present at all sites.

WORKSPACE STANDARDS & TRENDS

As a large portion of District Support Operations space is workspace, standards and trends should be referenced when completing renovation and new construction projects. The following outlines workspace configurations and alternatives that should be studied as projects move into more detailed design. Future workspace construction and renovation should reference the most current District Design Standards for office space sizing.

Variations in workspace can adapt to serve different working modalities. Before any major design project that involves workspace, it is recommended that users are engaged to understand working styles to inform layout and design.

The key components of workspace are the individual workstations, collaboration spaces, and support spaces (such as storage and break areas). Variations in two key areas create different types of workspaces:

- The ratio of private office space to collaborative/open office space
- Type of touchdown environment - ranging from larger private office, to open workspace, to hoteling stations.

The images on the right depict three different types of workspace with the same total square footage, but vary in the types of workstations and the amount of collaboration space. The Traditional Workspace has the most private office space,

Traditional Workspace

- Larger Private Offices
- Conference Space
- Minimal Communal Space



Collaborative Lite Workspace

- Mix of Smaller Private Offices and Open Offices
- Conference Space
- Medium Open Community Space
- Moderate Amount of Small Meeting Rooms
- Touchdown Space



Collaborative Focused Workspace

- All Open Office Space
- Conference Space
- Large Open Community Space
- Large Amount of Smaller Meeting Rooms



least amount of total seats, and the least amount of collaborative space. The Collaborative Lite Workspace has a mix of smaller private offices and open space, with a moderate amount of collaboration space, more seats than traditional, and more meeting rooms. The Collaborative Focused Workplace is all open office space with a large amount of collaboration/communal space, and the most amount of seats and meeting rooms.

"Types of Touchdown Space" depicts the range of individual workstations that can compose an office space and a recommended size - ranging from a large private office, the largest ASF per touchdown seat, to a hoteling station, the smallest ASF per touchdown seat. When redesigning or designing new office space, it is recommended to consider the types and quantities of workstations needed. Open office space and hoteling space should be paired with phone booths or focus rooms (smaller rooms for quiet and privacy).

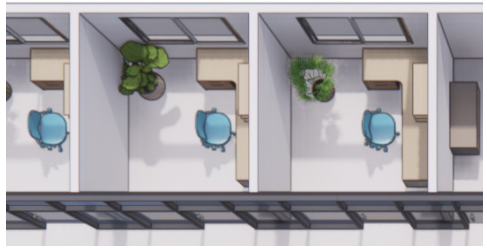
Types of Touchdown Space

MOST ASF PER TOUCHDOWN SPACE

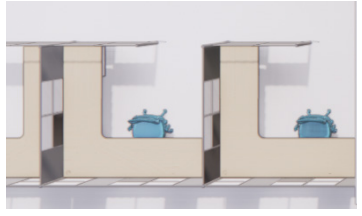
Large Private Office

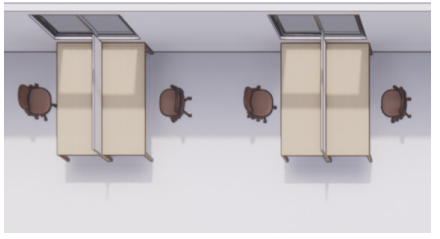


Small Private Office

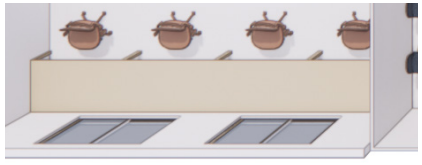


Open Office Space





Hoteling Space



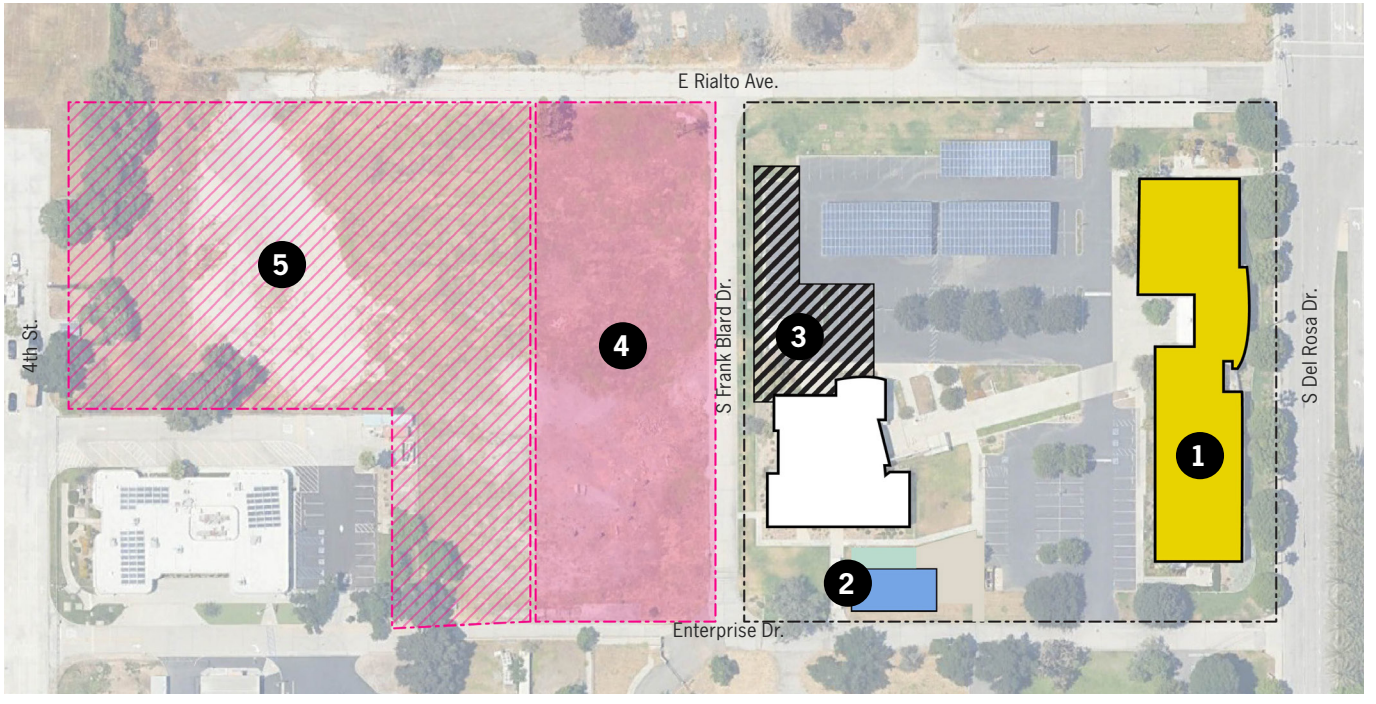
LEAST ASF PER TOUCHDOWN SPACE

DEL ROSA SITE OPPORTUNITY

There is an opportunity to build upon and grow the existing Economic Development and Corporate Training (EDCT) Center at Del Rosa, and expand on to the adjacent parcel to develop a full campus for a Regional Training Facility, focusing on workforce and economic development. The adjacent parcel is owned by SBCCD, with a portion of the land leased until 2028.

The campus can expand and grow existing programs offered by EDCT, as well as provide space for new programs to support the entire region. There is a desire to create a more campus-like feel that considers connectivity, placemaking, open space, and gateways.

A Needs Assessment, completed in September 2022 by SBCCD and 19six Architects, also outlined existing site needs for EDCT. Needs included interior renovation of PDC, a new Multi-Purpose Building with an outdoor yard, and a new fenced area for equipment storage.



1	PDC Interior Renovation
2	Multi-Purpose Building With Outdoor Yard
3	Fenced Area for Equipment Storage
4	Future Parcel Development - Regional Training Facility
5	Future Parcel Development - Regional Training Facility (Currently Leased Until 2028)

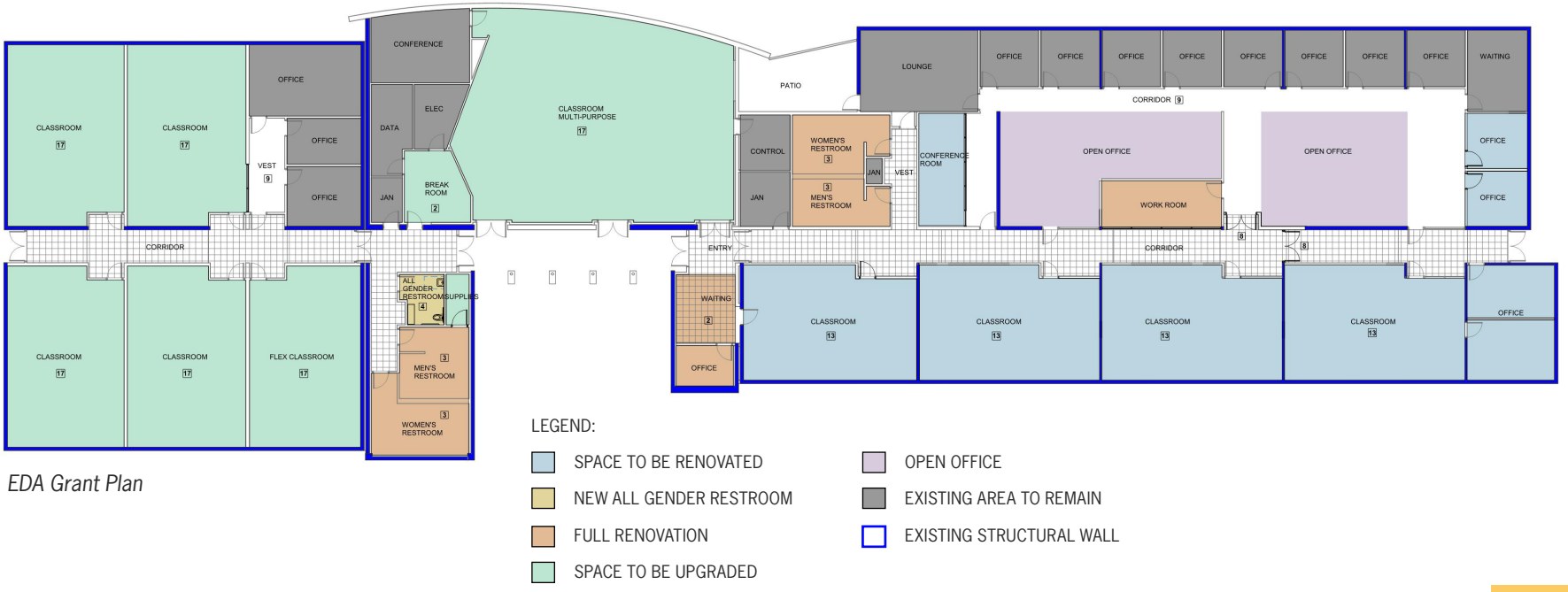
Existing Buildings and Future Parcel Opportunities

PROFESSIONAL DEVELOPMENT CENTER (PDC) NEEDS

The plan for PDC builds upon the recent EDA grant application plan (shown on the below diagram). The EDA plan aims to add more classroom space to support growing programs within EDCT. The EDA grant plan adds 4 classrooms, refurbishes existing classrooms, addresses technology upgrades, and reconfigures office space, creating more open office.

Through engagement, additional needs were outlined based upon the EDA grant plan. The following outlines key needs the Plan aims to address by building upon the EDA grant plan:

- Provide more office space where possible as the increase in classrooms has led to loss of workspace
- Enclose the front area of PDC for a larger lobby
- Expand the Career Closet
- Consolidate Basic Needs
- Make the multi-purpose room more flexible for events and add windows for natural light
- Add hoteling, phone booths, and meeting spaces for flexible work styles



EDA Grant Plan

APPLIED TECHNOLOGY TRAINING CENTER (ATTC) NEEDS

The plan for ATTC also builds upon the recent EDA grant application plan (shown on the adjacent diagram). The EDA plan aims to upgrade the technology in existing instructional spaces, and renovate/upgrade the pantry and clothing closet.

Through engagement, additional needs were outlined with the EDA grant plan serving as the baseline. The following outlines key needs the Plan aims to address by building upon the EDA grant plan:

- Provide more office space where possible as the increase in classrooms (at PDC) has led to loss of workspace
- Utilize the lobby for programming, creating a more active and well utilized space
- Consolidate Basic Needs
- Add hoteling, phone booths, and meeting spaces for flexible work styles



EDA Grant Plan

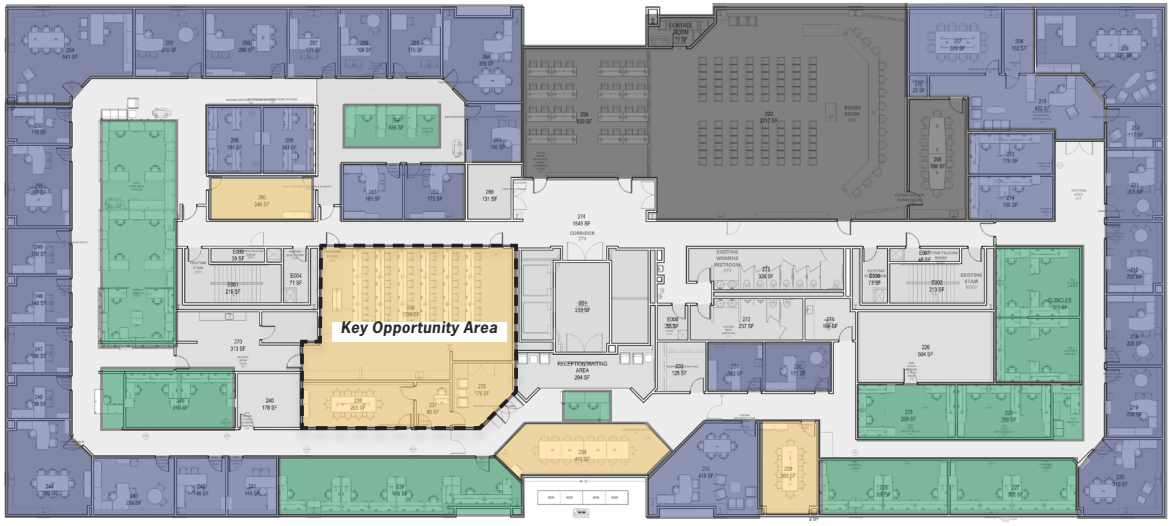
DISTRICT OFFICE NEEDS

The District Office's primary need is to increase and optimize workspace to meet current and future needs. The goal of this plan is to address workspace deficiencies and inefficiencies across all departments.

The existing offices and walls within the District Office are assumed to remain in place, therefore there are two key strategies in locating more workspace for departments:

- Training Room: re-imagine the Training Room and adjacent Testing Room with workstations and alternate work points; this is the largest area to repurpose
- Hoteling: introduce and increase hoteling stations; as the smallest workstation type, this maximizes efficiency of space. Hoteling will not replace any existing office or workstation space, but will provide additional space for growth, hybrid employees, or temporary employees

Additionally, HR expressed a need for more private and enclosed areas for sensitive work. Enclosing the entire HR department, furniture configurations, and dedicated phone rooms are solutions that can aid in creating more privacy.



Existing District Office Floorplan

OFFICE SPACE - TO REMAIN AS IS

OPEN OFFICE

COLLABORATION/MEETING (INCLUDES TRAINING AND TESTING ROOM)

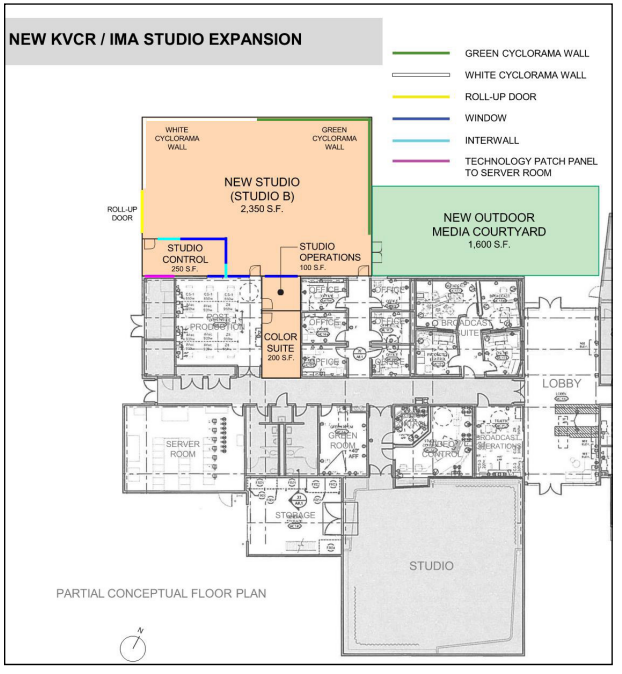
BOARD ROOM - TO REMAIN AS IS

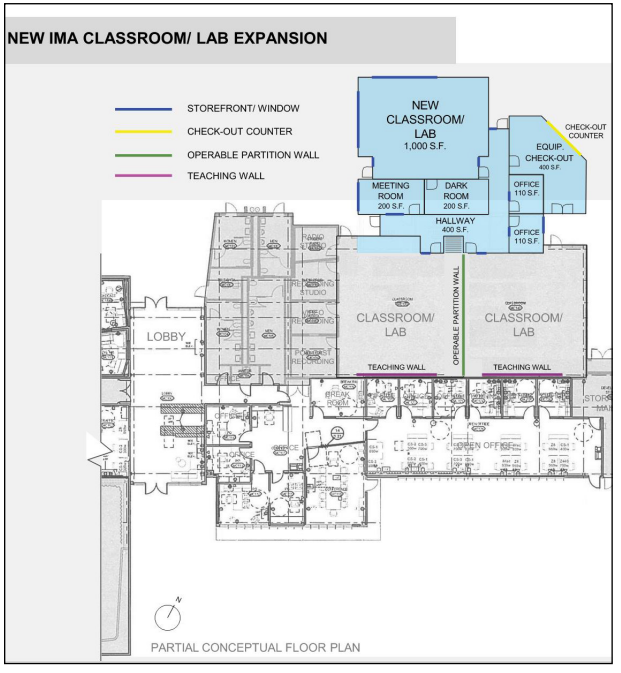
KVCR NEEDS

A Needs Assessment was completed in September 2022 by SBCCD and 19six Architects. The following program requirements were determined through this study, and are assumed to be implemented in this planning effort:

- New Studio (2,600 SF) for creative space shared with IMA students
- New Outdoor Space (1,600 SF) next to the new studio for event space and outdoor work area
- New Color Correction Suite for studio work as well as learning space for IMA students (2,000 SF)
- Shared storage between KVCR and IMA

Additional needs identified through engagement include the opportunity to rethink workspace and introduce more hoteling spaces, increase staff lounge/communal space, increase meeting space, and re-imagine the lobby space to become more versatile.





Plans from Previous Needs Assessment by 19six Architects

POLICE DEPARTMENT AND PRINTING SERVICES NEEDS

POLICE DEPARTMENT

Through engagement with the Police Department, three primary needs emerged:

- Additional space, as compared to what exists today
- A main location to centralize functions
- Secure parking, about 30 spaces

A desired program was established with the Police Department to determine an ideal amount of space for a centralized location. The program requires about 3,100 ASF | 5,000 GSF. Program elements include

SPACE DESCRIPTION	ASF
Workstations: 6 Personal Offices 4 Open Workstations 6 Hoteling Stations 1 Phone Booth	1,100
Collaboration Space: 1 Huddle Room 1 Large Conference Room/Training Room	500
Break Room & Print/Copy Space	300
Storage: Evidence/Property/Equipment	350
Lockers	175
Armory: Weapons Cleaning & Storage	150
Front Lobby	400
Bathroom with Shower/Eyewash Station	100
TOTAL	**~3,100**

Key aspects of locating the Police Department are the need to have a presence on campus, but simultaneously ensure security and privacy, specifically in accessing the building and storage of evidence, property, equipment, and vehicles.

PRINTING SERVICES

Printing Services has the opportunity to re-evaluate its existing location and consider the benefits of relocating elsewhere. Through visioning of a potential move, the following needs and priorities emerged:

- The existing amount of space works for the Print Shop (approximately 5,000 ASF)
- Future space should include 1 personal office and 3 open workstations
- The Print Shop supports the whole District, but SBVC is the biggest customer. There are benefits to being close to Valley.
- The Print Shop should consider synergies with programs on SBVC's campus such as the Graphics Department



DSO4

DSO VISION PLAN


550

VISION PLAN

The Facilities Master Plan Vision for SBCCD District Support Operations (DSO) supports and sustains the strategic direction of the District. The Plan includes several projects focused on expanding workforce and economic development programs, growing a welcoming and efficient working environment for departments that support the entire District, enhancing the identity of SBCCD, and supporting the evolution of public media for the region.

The proposed recommendations are organized by location and the following section walks through each of these recommendations in further detail. Altogether, the Plan is designed with flexibility and resiliency in mind, to achieve the goals and mission of San Bernardino Community College District.

	DEL ROSA CAMPUS	
1	New Development	48,000 - 123,000 GSF
2	Del Rosa Multi-Purpose Building	2,500 GSF
3	Secure/Gate Parking Lot	905 LF
4	Outdoor Classrooms	23,700 - 37,400 SF
5	Wayfinding, Art, and Placemaking	
6	PDC Interior Expansion | Renovation	1,450 GSF | 6,200 ASF
7	ATTC Interior Renovation	2,300 ASF

	DISTRICT OFFICE	
	Interior Renovation	5,585 ASF

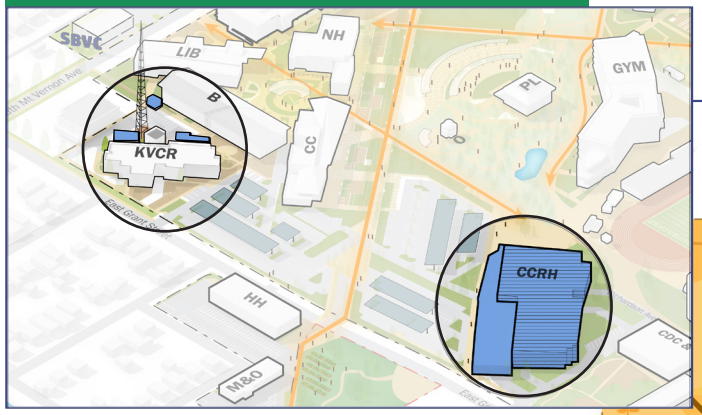
	KVCR	
	Studio Expansion	5,200 GSF
	Classroom/Lab Expansion	2,000 GSF
	Outdoor Media Courtyard	1,600 SF
	Shared Storage	600 GSF
	Interior Renovation	1,025 ASF

	CAMPUS AND COMMUNITY RESOURCE HUB	
	Police Department	3,100 ASF
	Printing Services	5,000 ASF

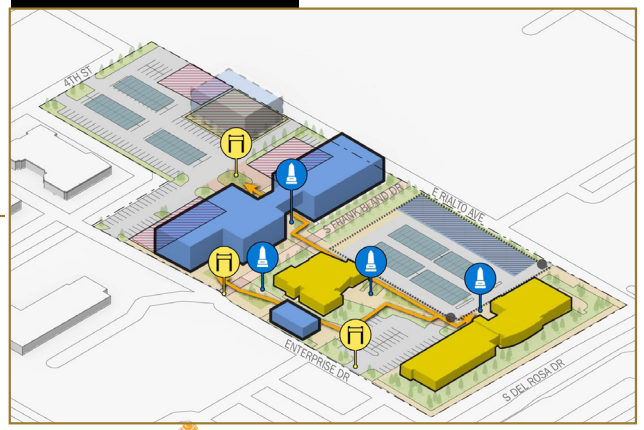
SAN BERNARDINO VALLEY COLLEGE

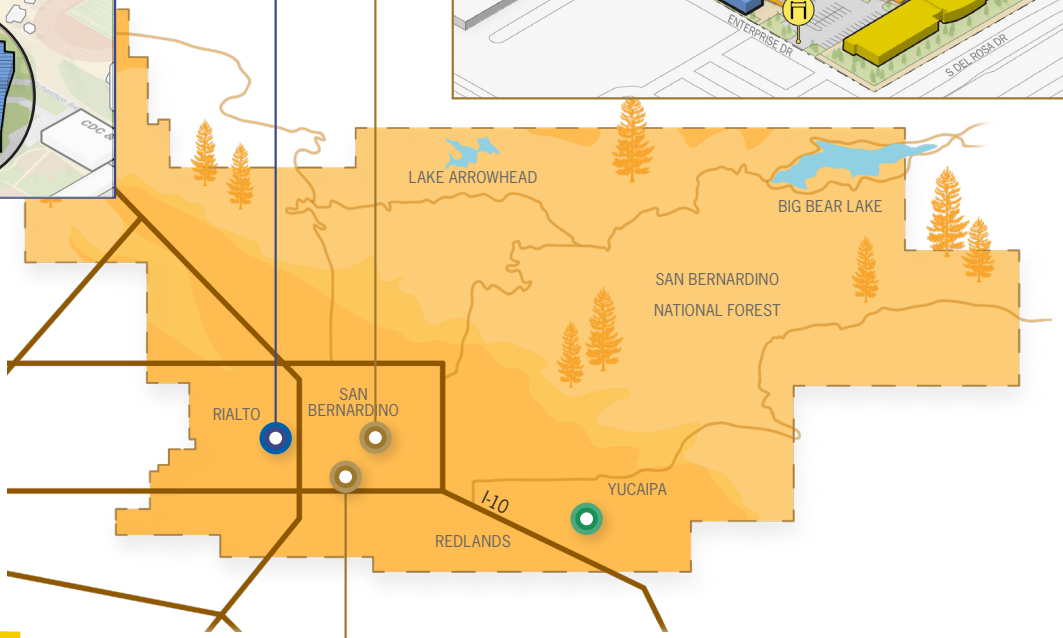
KVCR

CAMPUS AND COMMUNITY RESOURCE HUB

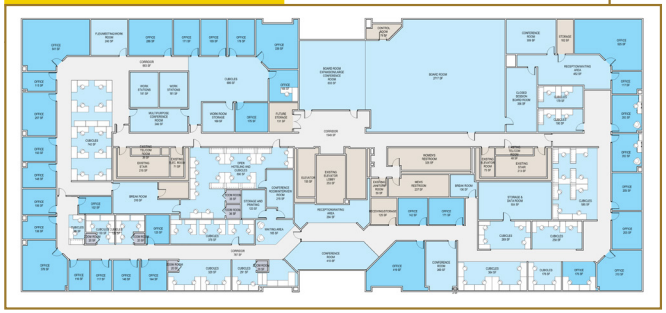


DEL ROSA CAMPUS





DISTRICT OFFICE



DEL ROSA CAMPUS

Size:
~8.4 Acre Campus
Up to 125,500 GSF of Additional Development

Potential Building Programs:

- Regional Training Facility (Workforce Development)
- EDCT growth and expansion space
- State-of-the-art class laboratories
- Workspace
- Event space

The Del Rosa campus can expand upon its existing footprint at PDC and ATTC to become a Regional Training Facility for economic and workforce development. This enables SBCCD to expand and grow offerings on this campus to serve the entire region.

The Plan shows phased development on the adjacent parcel to add new buildings (2-3 stories) that align with program strategy and growth. Buildings can accommodate state-of-the-art class laboratories spaces that support flexibility, transparency, and interdisciplinary collaboration. Office spaces on the upper floors support the growing need for more workspace. Long-term, with more development, a community event space could be added. New development should be balanced with the addition of outdoor classroom space, depending on program needs and growth.

Building off the previous needs study, the Del Rosa Campus Plan proposes a new multi-purpose building adjacent to ATTC to accommodate a workshop, lab space, and an outdoor yard. Additionally, to respond to a need for secure, large-equipment and vehicle storage, the existing parking lot is proposed to be gated with secure access points. A portion of the lot would be dedicated to equipment storage.

Together, the two parcels that comprise of the Del Rosa Campus would create a more campus-like feel than what exists today. This includes gateways and entry signage, public art, open spaces, and enhanced pedestrian pathways, connecting campus together. There is an opportunity to transform S. Frank Bland Dr into a campus-like street with paving, landscaping, and lighting improvements.

The following project spreads will outline the renovation of PDC and ATTC.

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies
- Implements solar shade structures

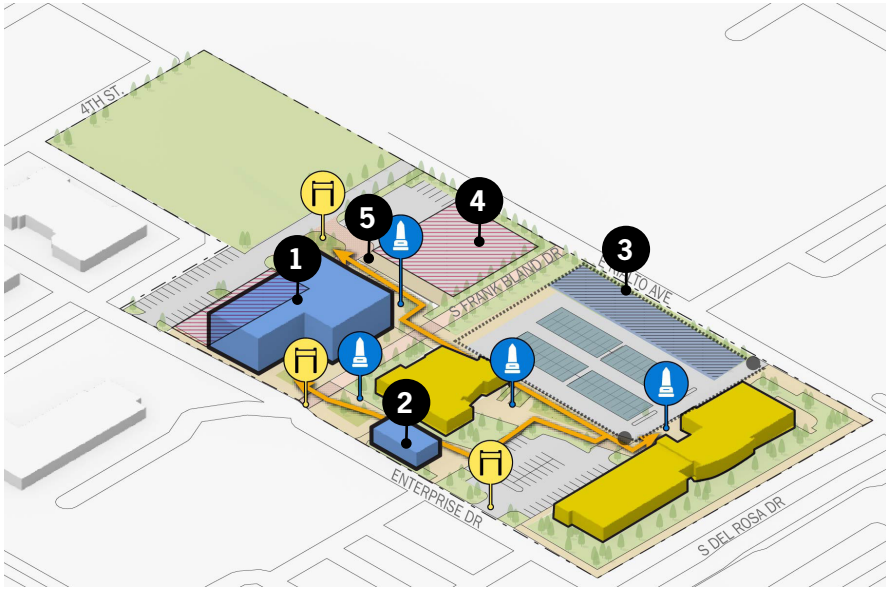
GUIDING PRINCIPLES ALIGNMENT

Expansion of the Del Rosa Campus will help right-size spaces for EDCT and expand workforce development and economic development for the region.

New development can provide spaces that bring the community in.

Buildings will foster shared spaces for interdisciplinary collaboration.

The campus will be branded with art and wayfinding elements.

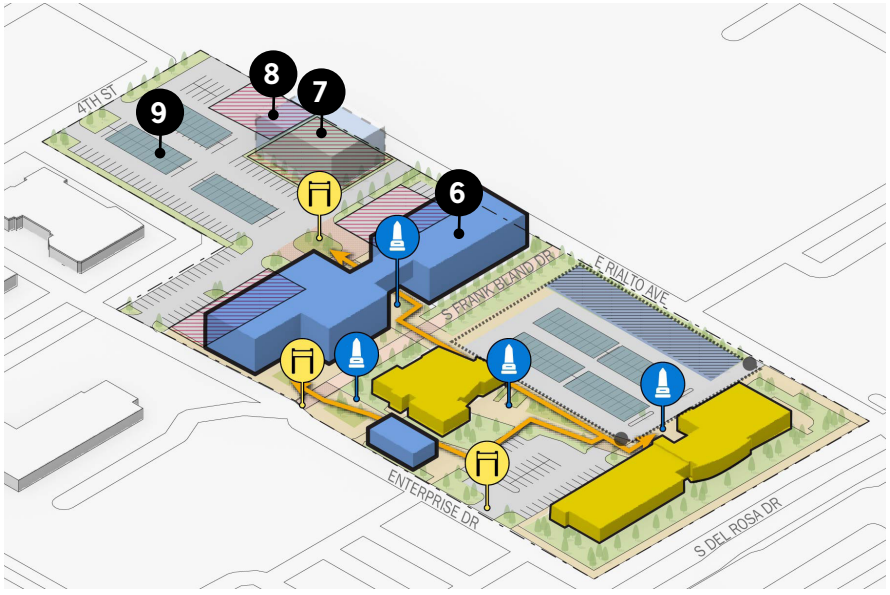


Conceptual Phase 1

1	Building A: 32,000 - 48,000 GSF
2	Multi-Purpose Building (2,500 GSF)
3	Secured/Gated Parking Lot with Equipment Storage
4	Outdoor Classroom Spaces
5	Wayfinding, Art, and Placemaking

LEGEND:

- NEW CONSTRUCTION
- RENOVATION
- OUTDOOR WORKING SPACE
- GATEWAY
- PUBLIC ART



Conceptual Phase 2 - Full Build-Out

	See Conceptual Phase 1 (Additional Projects Below)
6	Building B: 30,000 - 45,000 GSF
7	Possible Expansion Building C: 20,000 - 30,000 GSF*
8	Additional Outdoor Classrooms
9	Parking Lot

PROFESSIONAL DEVELOPMENT CENTER (PDC)

Size:
Expansion: 1,450 GSF
Renovation: 6,200 ASF

Building Programs:
- Classroom/instructional space
- Workspace
- Basic Needs Center - “One Stop Shop”
- Career Closet

The proposed plan for PDC builds upon the EDA grant plan, further augmenting and supporting EDCT programs. The following additions and changes are proposed to continue to evolve the EDA plan:

- Add windows to the multi-purpose room to make it more usable and habitable
- Enclose a front portion of the building to create a larger lobby space with a front desk and programmable space, and a Basic Needs Center
  - The Basic Needs Center can support the food pantry, which is currently at ATTC
  - The lobby area should serve as front door that includes branding elements and wayfinding elements
- Expand the Career Closet
- Consider reconfigurations to add more office space back. With an increase in instructional space, workspace is lost. A couple reconfigurations could provide more workspace
  - Reconfigure the 4 new classroom spaces, to allow for more offices to remain in the footprint
  - Consider creating an office suite in one the existing instructional spaces - an alternate layout is shown

Long-term as the Del Rosa Campus develops, PDC can serve as a hub for classroom space, Basic Needs, and Career Closet, providing important services and uses that are shared by students. Non-student facing workspace can eventually move to future buildings on the Del Rosa Campus, allowing PDC to be true student-facing building.

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials

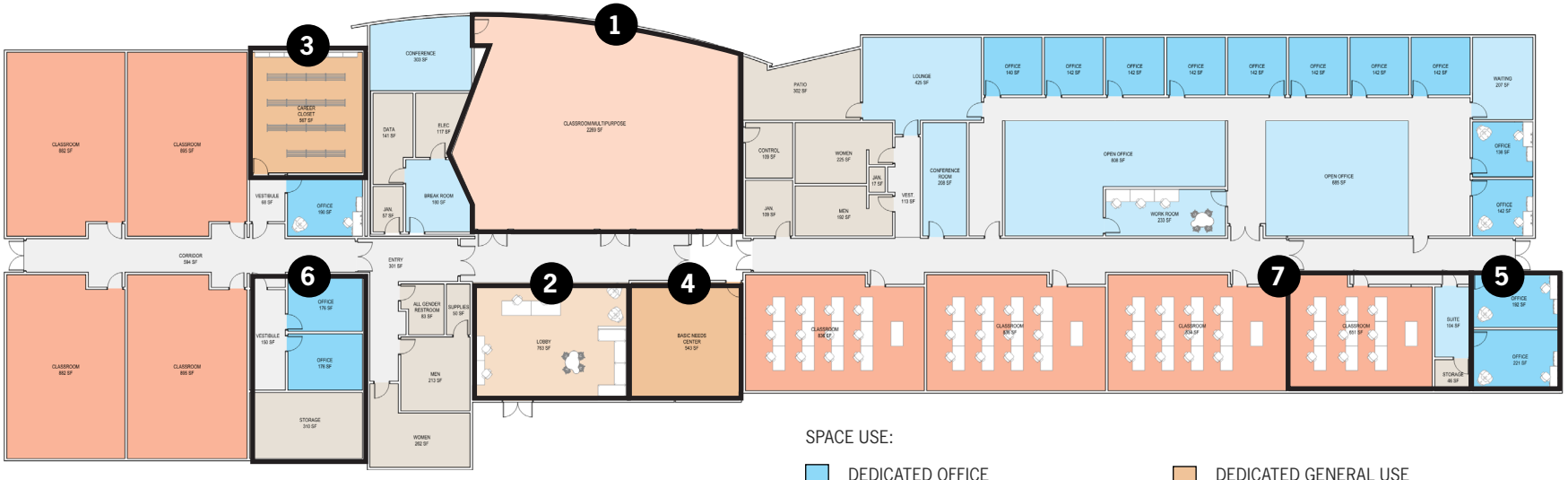
GUIDING PRINCIPLES ALIGNMENT

Re-locates and right-sizes spaces based upon EDCT needs.

Supports the multi-purpose room as a key event space.

Creates lobby space and instructional spaces that support all departments.

Entry and lobby incorporate wayfinding and branding elements.



Proposed floor plan of PDC.

1	Flexible Multi-Purpose Room with Windows
2	Enclosed Area to Increase Lobby Space
3	Expansion of Career Closet
4	Basic Needs - “One Stop Shop”
5	Split Large Offices
6	Additional Offices and Storage (Alternate Layout)
7	Reconfigured Classroom Space

APPLIED TECHNOLOGY TRAINING CENTER (ATTC)

Size:
Renovation: 2,300 ASF

Building Programs:
- Classroom/instructional space
- Workspace
- Lobby

The proposed plan for ATTC builds upon the EDA grant plan, further augmenting and supporting EDCT programs. The following additions and changes are proposed to continue to evolve the EDA plan:

- Move the food pantry to PDC's Basic Needs Center and optimize the break room space at ATTC
- Provide flexible working arrangements, including hoteling within the workspace
- Create additional office space within the footprint, in response to the loss of workspace in PDC
- Program the lobby with soft seating, flexible furniture and computer stations to support multi-use of space

Long-term as the Del Rosa Campus develops, ATTC can retain its lecture and workspace. Growth and expansion can occur in newly developed buildings on the campus.

SUSTAINABILITY PLAN ALIGNMENT

- Fosters social sustainability (human health and well-being)
- Renovation to include sustainable materials

GUIDING PRINCIPLES ALIGNMENT

Re-locates and right-sizes spaces based upon EDCT needs.

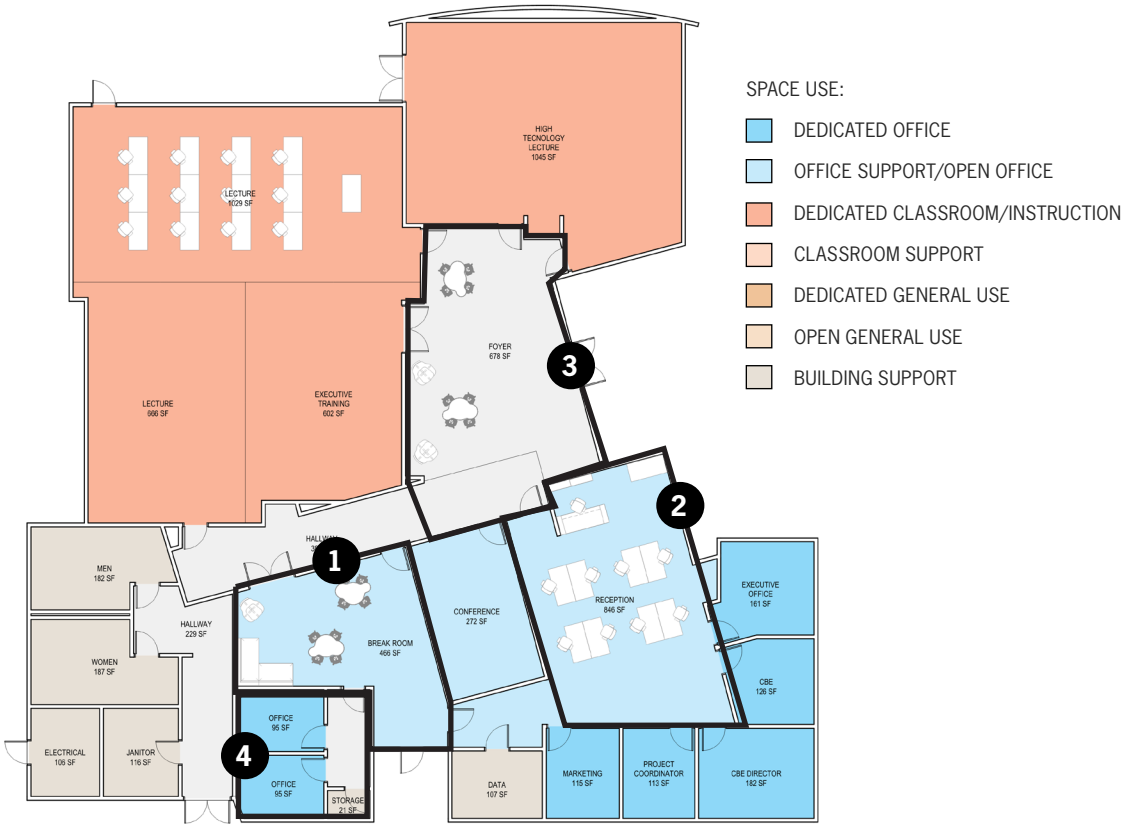
Re-imagines lobby for more multi-purpose use.

Entry and lobby incorporate wayfinding and branding elements.









Proposed floor plan of ATTC.

1	Optimize Break Room (Pantry Move to PDC)
2	Flexible Working Styles
3	Lobby Program
4	Additional Offices and Storage

DISTRICT OFFICE

Size:
Renovation: 5,585 ASF

Building Programs:
- Workspace

The proposed plan for the District Office increases the number of workstations within the floorplate by transforming the existing Training Room and Testing Room. Additionally, the Plan focuses on enclosing Human Resources into a consolidated area for privacy and security.

The Training Room transformation creates more space for a dynamic work area, consisting of open work stations, hoteling, and zoom rooms. This provides more room for overall growth, Technology and Educational Support Services (TESS), and Government Relations.

The enclosing of HR requires Payroll to move and a portion of the Testing Room and Training Room to be reconfigured. This allows for HR to be completely walled in, requiring key card access to enter the space. The renovation also moves the conference room for optimal configuration and divides one large office into two offices. Overall, 3 additional offices and 2 cubicles are added to the HR space with the renovation. Additionally, zoom rooms and hoteling stations are supplemented into the open work areas. These hoteling stations and zoom rooms are additive, providing additional touchdown stations for future growth and hybrid employees.

With Payroll moving and the HR area reconfigured, there will be two cubicles open near the Fiscal Department. Additionally, an office near the Fiscal and Business Departments is proposed to transform into a flexible meeting/work room. This will provide a small meeting space that can also flex back for workstations if needed.

Hoteling stations are proposed within TESS open work area to provide alternate work points for hybrid staff.

SUSTAINABILITY PLAN ALIGNMENT

- Renovation to include sustainable materials

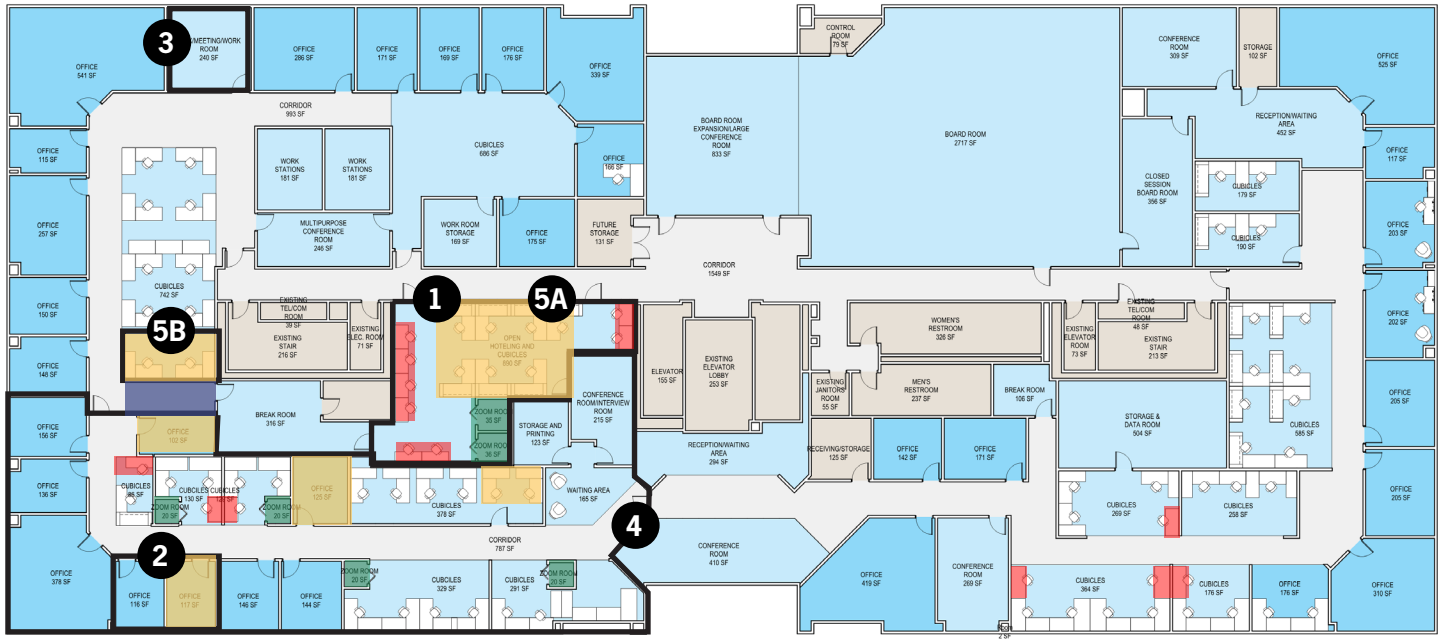
GUIDING PRINCIPLES ALIGNMENT

Re-locates and right-sizes spaces based upon DSO needs.

Re-imagines the Training Room for more efficient use of space.

Training Room creates an interdepartmental space.





Proposed floor plan of District Office.

1	Reconfigure Training Room
2	Reconfigure Single Office into Two Offices
3	Transform Office into Flexible Meeting/ Work Room
4	Enclose and Group HR Together
5	Move Departments as Needed
	A. Training Room Provides Space for Gov. Relations, TESS, and/or Growth
	B. Convert Area for Growth
	C. First Floor Storage For Payroll Could Be Converted to TESS Storage

KVCR ADDITIONS

Size:
Expansion: 7,800 GSF
Renovation: 1,025 ASF

Building Programs:

- New studio expansion
- New classroom/lab expansion
- Shared storage

Additions to KVCR will expand on the existing building to create space for a new studio, classroom and lab space, conference room, a media courtyard, and storage. These spaces will support the continued collaboration between KVCR and the Institute of Media Arts.

The studio addition will be two-story, with the second story providing space for growth and further expansion. The second story space in the near-term can provide much needed room for other spaces such as communal space, and conference room space.

With the expansion, KVCR can support live events (screenings), new production, television content creation, live television, social media content creation, photography, film production, music video production, commercial production, and XR content creation.

The studio will include programming such as a chroma green cyclorama wall, pure white cyclorama wall, a black curtain, mobile studio control, and a green room.

Additionally, a renovation to the lobby will make a more efficient use of the space. The lobby will include more program such as soft seating and tables for collaboration and computer stations.

SUSTAINABILITY PLAN ALIGNMENT

- Renovation and new construction to include sustainable materials and site improvements

GUIDING PRINCIPLES ALIGNMENT

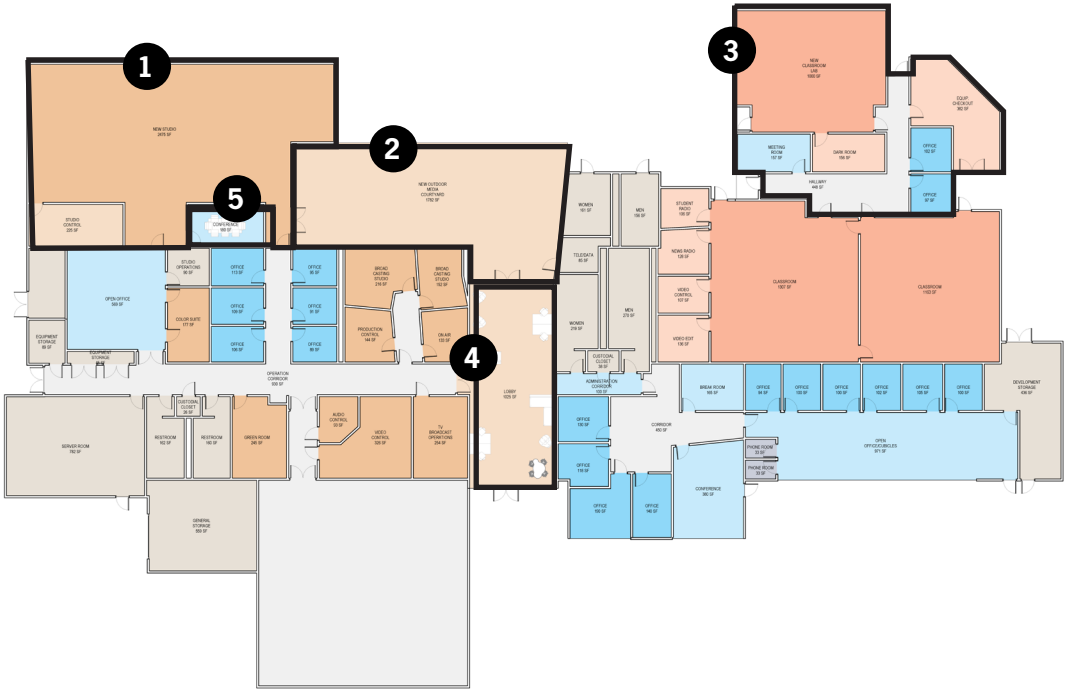
Increases space to right-size for KVCR needs.

Creates spaces for IMA and KVCR collaboration.









SPACE USE:

- DEDICATED OFFICE
- OFFICE SUPPORT/OPEN OFFICE
- DEDICATED CLASSROOM/INSTRUCTION
- CLASSROOM SUPPORT
- DEDICATED GENERAL USE
- OPEN GENERAL USE
- BUILDING SUPPORT

Proposed KVCR Floor Plan

1	Studio Expansion (2-Story)
2	Outdoor Media Courtyard
3	Classroom/Lab Expansion
4	Lobby Program
5	Additional Conference Room
6	Shared Storage for KVCR & IMA (Outside of Diagram Extents)

CAMPUS AND COMMUNITY RESOURCE HUB (POLICE DEPARTMENT AND PRINTING SERVICES)

Size:
65,000 GSF Mixed-Use Liner (2-3 stories)
Police Department - 3,100 ASF
Printing Services - 5,000 ASF
~690 parking stalls (4 stories/5 levels)

Building Programs:
- *Police Department*
- Police Academy
- *Printing Services*
- Warehouse
- Program and workspace expansion space

The project will construct a new multi-purpose facility that accommodates district service functions, expanding academic programs, and provides additional parking spaces.

Key district services include Campus Police, currently housed in the Lois Carson Campus Center. With current space undersized, this relocation helps better serve the growing needs of the campus community. The new facility will offer dedicated parking for the police fleet on the first floor of the parking structure. The Police Department space will accommodate about 3,100 ASF and will include the types of spaces outlined in the "Guiding Principles and Program Needs" section. These uses include right-sized workspace, collaboration space, a break room and print/copy room, storage, lockers, an armory, a front lobby, and a bathroom with a shower.

The College also plans to expand its Police Academy. With its proximity to Campus Police and the opportunity to customize the space to the program's specific needs, the new facility will serve as an ideal location for Academy space.

Printing Services, presently located at Crafton Hills Campus, will be relocated on Valley College's campus (the primary user of the service), reducing transit time between the service and campus. The future space will contain space uses and sizes similar to the existing configuration today.

SUSTAINABILITY PLAN ALIGNMENT

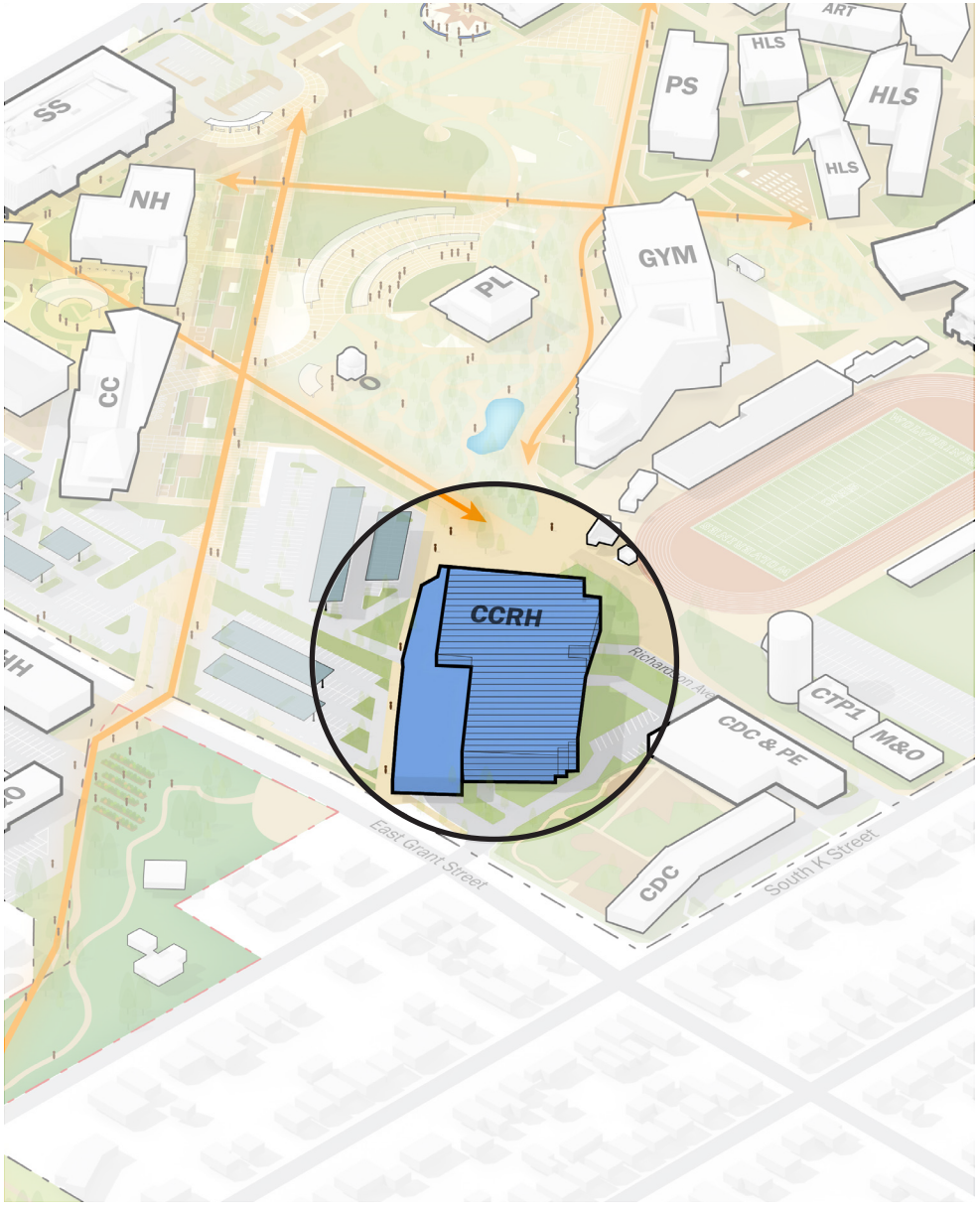
- New construction project designed for LEED/ZNE, and to meet indoor water efficiency goals
- Site improvements that implement native landscaping and stormwater strategies

GUIDING PRINCIPLES ALIGNMENT

Relocates and right-sizes Police Department and Printing Services

Creates an accessible hub on Valley's campus with DSO resources.

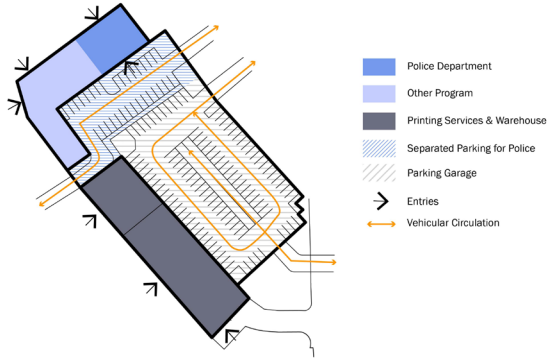
Incorporates wayfinding and branding elements as a front door to campus.



Campus and Community Resource Hub on Valley's Campus







Conceptual Ground Floor Layout



DS05

IMPLEMENTATION PLAN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VISION PROJECTS (2024 - 2034)

PROJECTS ONGOING FOR NEXT 10 YEARS

The following projects are bundled projects, meaning they should be sequenced together due to various factors such as swing space requirements, demolition needs, adjacencies, and construction impacts (projects are bundled by color). These projects are listed by planned priority. Although projects below have a denoted planned priority, timing and schedule will vary depending on funding sources and construction schedules.

Planned Priority		Project	Project Type	Size	Unit	Notes
High	A	CAMPUS AND COMMUNITY RESOURCE HUB - (LINER | GARAGE)	NEW CONSTRUCTION	65,000 | 212,000	GSF	
	B	PV ON ROOF OF GARAGE STRUCTURE	NEW CONSTRUCTION	53,000	GSF	
High	C	TECHNOLOGY INFRASTRUCTURE REFRESH (KVCR, PDC, ATTC, AND DISTRICT OFFICE)	INFRASTRUCTURE	94,510	GSF	(e.g. network equipment refresh - UPS, network switches, wireless access points, access control, fire alarm system, servers)
Medium-High	D	EDCT/PDC EXPANSION	NEW CONSTRUCTION	1,450	GSF	Enclose lobby space in existing building.
	E	EDCT/PDC INTERIOR RENOVATIONS	RENOVATION	6,200	ASF	Classroom and workspace renovations.
	F	ATTC INTERIOR RENOVATIONS	RENOVATION	2,300	ASF	Break room/workspace renovations.
Medium	G	DISTRICT OFFICE INTERIOR RENOVATIONS	RENOVATION	5,585	ASF	
Low-Medium	H	DEL ROSA SITE - BUILDING 1	NEW CONSTRUCTION	48,000	GSF	
	I	DEL ROSA SITE - BUILDING 2	NEW CONSTRUCTION	45,000	GSF	
	J	*OPTIONAL DEL ROSA SITE - BUILDING 3 OR OUTDOOR CLASSROOM SPACE	NEW CONSTRUCTION	30,000	GSF	
	K	DEL ROSA SITE - MULTI-PURPOSE BUILDING	NEW CONSTRUCTION	2,500	GSF	
	L	DEL ROSA SITE - SECURE/GATED PARKING LOT	EXTERIOR ENVIRONMENT	905	LF	Gate entire parking lot with aesthetically pleasing gate. Two access control points.
	M	DEL ROSA SITE - EQUIPMENT STORAGE	EXTERIOR ENVIRONMENT	450	LF	12,720 SF area of parking lot dedicated to large equipment storage.
	N	OUTDOOR CLASSROOM SPACE(S) - PHASE 01	EXTERIOR ENVIRONMENT	27,900	GSF	
	O	OUTDOOR CLASSROOM SPACE(S) - PHASE 02	EXTERIOR ENVIRONMENT	28,800	GSF	
	P	PLACEMAKING - GATEWAYS, PUBLIC ART, OPEN SPACE	EXTERIOR ENVIRONMENT	4	EA	Gateway signage with landscaping and streetscape improvements. 2-3 public art installations.
	Q	CAMPUS STREET	EXTERIOR ENVIRONMENT	400	LF	Paving, landscaping, lighting, and signage improvements.
	R	EV CHARGING	INFRASTRUCTURE		Spaces/Stations	
Low	S	KVCR ADDITIONS - NEW STUDIO EXPANSION	NEW CONSTRUCTION	5,200	GSF	Studio expansion includes additional conference room.
	T	KVCR ADDITIONS - NEW CLASSROOM/LAB EXPANSION	NEW CONSTRUCTION	2,000	GSF	
	U	KVCR ADDITIONS - STORAGE SPACE	NEW CONSTRUCTION	600	GSF	
	V	KVCR ADDITIONS - OUTDOOR MEDIA COURTYARD	NEW CONSTRUCTION	1,600	GSF	
		10-YEAR DEFERRED MAINTENANCE*	Any project on an existing building should reference the Facilities Condition Assessment (in Appendix) to couple projects with building maintenance needs.			

** Additional information on deferred maintenance included in Appendix*



PROJECT PRIORITIZATION

PHASE 01

High Priority

- Technology Infrastructure Refresh

High-Medium/Medium Priority

- EDCT/PDC Renovation
- ATTC Renovation
- District Office Renovation

Low-Medium/Low Priority

- Del Rosa Campus Development
- KVCR Renovation / Additions

ROM COST ESTIMATES

TOTAL: $182,934,204

PHASE 01

High Priority

- Technology Infrastructure Refresh

$7,537,173

High-Medium/Medium Priority

- EDCT/PDC Renovation
- ATTC Renovation
- District Office Renovation

$11,555,920

Low-Medium/Low Priority

- Del Rosa Campus Development
- KVCR Renovation / Additions

$163,841,111

NOTES ON COST ESTIMATING:

- Estimates are in 2025 dollars (not escalated)
- Estimates are Total Project Costs (inclusive of soft costs)
- Estimates are based on high-level or rough order of magnitude – please note that estimates may change as details of specific project work are studied further

DSO6

APPENDIX


550



APPENDIX TABLE OF CONTENTS

A.1 FACILITIES CONDITION ASSESSMENT

A.2 COST ESTIMATES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

DATE: March 13, 2025

SUBJECT: Consideration of Approval to Conduct a Public Hearing in Accordance with Government Code 4217

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing in accordance with Government Code sections 4217.10 et seq. to adopt a resolution determining that the energy services contract proposed by Sitelogiq Inc. from Ontario, CA corresponds to the following findings:

1) The cost of the contract is less than the anticipated energy cost savings from the contract under California Government Code section 4217.12, per the attached, and
2) The proposed contract is otherwise in the best interests of the San Bernardino Community College District.

OVERVIEW

Government Code 4217.10 et seq. provides that public agencies may contract for energy conservation services to reduce energy consumption, make more efficient use of energy, or use alternative sources of energy, provided that the District Board of Trustees hold a public hearing on the matter at a regularly scheduled board meeting and make findings under Government Code section 4217.12 that: 1) the anticipated cost of the conservation services and/or facilities provided under the contract will be less than the anticipated marginal cost of the energy that the District would have used in the absence of the contract, i.e. that the District will be saving more than the cost of the contract; and 2) that the proposed contract is otherwise in the best interests of the District.

ANALYSIS

It is required that the Board of Trustees conduct a public hearing prior to the adoption of a resolution to approve an energy services contract under the provisions of Government Code 4217 et seq.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The solar and battery storage control system project at CHC is anticipated to yield a net savings of $1,033,274 over 15 years to the District's operating budget. The project cost of $391,459 is included in the bond construction project budget.

Exhibit A

Savings Estimates from CHC Solar and Battery Storage Control System

Calculation Assumptions	
Battery Storage Size	770 kW / 3080 kWh
Solar PV System Size	2,350 kWdc
Control System Name	ETB Controller with Acumen AI
Electricity Rate	$0.22/kWh
Utility Cost Escalation	3% Annual
Control System License Duration	15-Year License Period (2025-2039)
Savings Calculation Method	Energy Toolbase Modeling Simulation

Year	Calendar Year of Operation	Projected Annual Cost Savings* (Based on Energy Toolbase Modeling Simulation)	Projected Cumulative Cost Savings ($)
1	2025	$91,225	$91,225
2	2026	$93,962	$185,187
3	2027	$96,781	$281,967
4	2028	$99,684	$381,651
5	2029	$102,675	$484,326
6	2030	$105,755	$590,081
7	2031	$108,927	$699,008
8	2032	$112,195	$811,203
9	2033	$115,561	$926,764
10	2034	$119,028	$1,045,792
11	2035	$122,599	$1,168,391
12	2036	$126,277	$1,294,668
13	2037	$130,065	$1,424,733
14	2038	$133,967	$1,558,700
15	2039	$137,986	$1,696,686
	13 Years	**$1,424,733**	**$1,424,733**

Projected Total Savings to General Fund	**$1,424,733**
- Project Cost	**$391,459**
= Total Net Savings to the District After Project Costs	**$1,033,274**

*Projected savings reflect a 3% annual increase in electricity rates, accounting for inflation and anticipated utility cost trends over 15 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

DATE: March 13, 2025

SUBJECT: Consideration of Approval to Adopt Resolution No. 2025-03-13-FP-01 and Approve an Energy Service Agreement with SiteLogiQ Inc. of Ontario, CA

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2025-03-13-FP-01:

1) Reflecting findings under California Government Code Section 4217.12 that the anticipated cost of the contract is less than the anticipated energy savings to flow from the contract and determining other matters in connection with an energy services agreement; and

2) Approving an energy service agreement with SiteLogiQ Inc. of Ontario, CA, for a Solar and Battery Storage Control System in the amount of $391,459.

OVERVIEW

The Board of Trustees held a public hearing in accordance with Government Code Section 4217.10 et seq. and reviewed findings that: 1) the contract's cost is less than the anticipated energy savings; and 2) the proposed contract aligns with the best interests of the San Bernardino Community College District.

In 2024, the district completed the installation of a 2.35 MWdc solar farm and a 767 kW / 3,080 kWh Tesla battery energy storage system at Crafton Hills College as a single integrated project, capable of offsetting 100% of the campus's energy consumption. The combined system captures solar power during low-demand hours and discharges it during the late-afternoon peak period (4:00 p.m. to 9:00 p.m.), substantially reducing overall utility costs.

In 2022, SunPower’s commercial division was acquired by TotalEnergies, which completed the system’s installation. Under the original plan, SunPower would have maintained and operated the system after the installation. However, in 2024 SunPower declared chapter 13 bankruptcy. This restructuring impacted the maintenance and operations (M&O) segment of the contract. As a result, the District need a new controls and monitoring platform to ensure the battery storage system operates as intended charging while the solar PV system is producing and discharging to offset campus peak demands.

All major equipment manufacturers, including battery storage, inverter suppliers, and panel manufacturers, remain in business and continue to honor their product warranties, ensuring the district's capital investment remains secure and beneficial. This project include replacement the battery storage control system and PV monitoring system.

After evaluating multiple vendors, the bond program management team and the campus maintenance and operations team recommend SiteLogiQ Inc. to install Energy Toolbase platform for comprehensive battery storage control and PV monitoring. This system will ensure the District's solar energy investment operates efficiently, remains continuously monitored, and is strategically leveraged to mitigate peak energy demand.

Under California Government Code Sections 4217.10 et seq., no formal bidding process or award to the lowest bidder is required for contracts of this nature, provided that the Board of Trustees has conducted a public hearing and made the necessary determinations as outlined in this Resolution.

ANALYSIS

To secure the best pricing, terms, and longevity, Crafton Hills College solicited proposals from five vendors for integrated battery storage control and PV monitoring services. After a thorough review, SiteLogiQ Inc. was selected for its demonstrated expertise and ability to seamlessly integrate a new control system with the existing infrastructure.

The College and District staff collaborated extensively with SiteLogiQ Inc. to identify a cost-effective, robust solution that meets the campus's long-term needs. SiteLogiQ's proposed Energy Toolbase platform automates battery storage charge and discharges schedules while delivering real-time performance analytics for both solar generation and battery usage capabilities that offer strong potential for cost savings.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The $391,459 project cost is estimated to be fully recouped within four (4) years through electricity bills. The original contract expense will be funded through the bond construction budget.

ON MOTION of Member _____, seconded by Member _____, the following Resolution is hereby adopted:

WHEREAS, the San Bernardino Community College District ("District") remains committed to enhancing energy efficiency, reducing operational costs, and advancing sustainability across its facilities; and

WHEREAS, California Government Code Section 4217.10 et seq. permits direct procurement of energy conservation or energy services contracts if the governing board determines, at a regularly scheduled public hearing—public notice of which was given at least two weeks in advance—that the anticipated energy savings demonstrate a net cost benefit to the District over the operational life of the project; and

WHEREAS, the District installed a 2.35 MWdc solar farm designed to offset 100% of Crafton Hills College's energy usage, along with a 767 kW / 3,080 kWh Tesla battery energy storage system, which remains under full manufacturer's warranty and continues to operate effectively; and

WHEREAS, the District requires a new control system and monitoring platform to ensure peak-demand charge reductions and full utilization of the Tesla battery system, thereby protecting and maximizing the District's initial infrastructure investment; and

WHEREAS, the District's analysis projects that the proposed control system and monitoring platform from SiteLogiQ Inc., at a cost of $391,459, will generate energy savings sufficient to achieve payback in four (4) years, well within the system's operational life; and

WHEREAS, the Board desires to enter into an energy services agreement with SiteLogiQ Inc. from Ontario, CA, substantially in the form presented at this meeting, subject to such changes, insertions, or omissions as the Executive Vice Chancellor reasonably deems necessary following the Board's adoption of this Resolution; and

WHEREAS, in accordance with Government Code Section 4217.10 et seq., the District published notice of a public hearing at which the District's governing body would consider this Resolution at least two weeks in advance;

NOW THEREFORE, based upon the above-referenced recitals, the Board hereby finds, determines and orders as follows:

1. Per California Government Code Section 4217.10 et seq., the District Board hereby finds and determines that all of the recitals set forth above are true and correct.

2. The terms of the Energy Services Agreement in the form presented to this meeting are in the best interests of the District.

3. Pursuant to the public hearing held at this same meeting of the Board of Trustees, prior to consideration of this Resolution, in accordance with Government Code Section 4217.12, and based on data provided by the Analysis, the Board made findings that the anticipated

energy savings demonstrate a net cost benefit to the District over the system's operational life.

4. The Board hereby approves awarding the Energy Services Agreement to SiteLogiQ Inc. in accordance with Government Code Section 4217.12, in the amount of $391,459.

5. The District Executive Vice Chancellor is hereby authorized and directed to negotiate any further non-substantive changes, insertions and omissions to the Energy Services Agreement as he reasonably deems necessary, and thereafter to execute and deliver the Energy Services Agreement following the Board's adoption of this Resolution. The District Executive Vice Chancellor is further authorized and directed to execute and deliver any and all documents necessary to carry out this Resolution and implement the Agreement..

6. This Resolution shall take effect immediately upon its passage.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 13th day of March 2025, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____day of _____, 20_____.

_____ Secretary of the Board of Trustees

Exhibit A

Savings Estimates from CHC Solar and Battery Storage Control System

Calculation Assumptions	
Battery Storage Size	770 kW / 3080 kWh
Solar PV System Size	2,350 kWdc
Control System Name	ETB Controller with Acumen AI
Electricity Rate	$0.22/kWh
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6	2030	$105,755	$590,081
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9	2033	$115,561	$926,764
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	13 Years	**$1,424,733**	**$1,424,733**

Projected Total Savings to General Fund	**$1,424,733**
- Project Cost	**$391,459**
= Total Net Savings to the District After Project Costs	**$1,033,274**

*Projected savings reflect a 3% annual increase in electricity rates, accounting for inflation and anticipated utility cost trends over 15 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: March 13, 2025

SUBJECT: 2025 California Community College Trustees (CCCT) Board Election

RECOMMENDATION

It is recommended that the Board of Trustees vote for four (4) seats up for election to the CCCT Board and sixteen (16) candidates with three (3) incumbents running and authorize staff to forward the e-ballot to the League Office before the deadline (April 25, 2025).

OVERVIEW

Each community college district governing board shall have one vote for each of the four (4) seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The four (4) candidates who receive the most votes will serve a three-year term.

The 16 trustees who have been nominated for election to the board are listed below and attached with the Secretary of State's random drawing order of January 3, 2025.

1. Rebecca Barrett, Contra Costa CCD
2. Anne Kepner, West Valley-Mission CCD
3. Carlos Guerrero, Santa Clarita CCD
4. Alejandra Gonzalez, Hartnell CCD
5. Jose Alcala, Riverside CCD*
6. Ines De Luna, Napa Valley CCD*
7. Dyana Delfin-Polk, Peralta CCD
8. Shin Liu, Cerritos CCD
9. Milton Richards, Yosemite CCD
10. Michael Rives, Antelope Valley CCD
11. Uduak-Joe Ntuk, Long Beach CCD
12. Gregory Hanna, Siskiyou Joint CCD
13. Mary Jane Sanchez-Fulton, Desert CCD
14. Julie Schorr, Grossmont-Cuyamaca CCD
15. Tammy Silver, Pasadena Area CCD*
16. Carolyn Inmon, South Orange CCD

**Incumbent*

ANALYSIS

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board will take place between March 10 and April 25, 2025, and will be accepted via the eBallot online platform.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

No impact to the budget.

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
2017 O Street, Sacramento, CA 95811
(916) 444-8641
(916) 444-2954 fax
www.ccleague.org

DATE: February 27, 2025

TO: California Community College District Chancellors and Superintendent/Presidents

FROM: Agnes Lupa, Sr. Executive Assistant

SUBJECT: CCCT BOARD ELECTION — 2025

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are four (4) seats up for election, with three (3) incumbents running.

Each community college district governing board shall have one vote for each of the four seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The four candidates who receive the most votes will serve a three-year term.

The 16 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of January 3, 2025. Voting will be conducted via eBallot, thus no sample ballot is included. Voting instructions will be sent to governing board assistants closer to the start of the voting period. Candidates' statements and bios are also available in the public League BoardDocs CCCT library here where more information on the CCCT Board is also available.

Voting via eBallot must be completed **no later than April 25**. Results will be announced at the Annual Trustees Conference in May.

If you have any questions on the CCCT Board election, please contact Agnes Lupa at the League office at agnes@ccleague.org.

Attachments:
List of Candidates in Random Order
Candidates' Biographic Sketches and Statements

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

2025 CCCT Board Election

Candidates Listed in Secretary of State's
Random Drawing Order of January 3, 2025

Voting will take place via eBallot where you can select no more than **FOUR (4)** candidates

1. Rebecca Barrett, Contra Costa CCD
2. Anne Kepner, West Valley-Mission CCD
3. Carlos Guerrero, Santa Clarita CCD
4. Alejandra Gonzalez, Hartnell CCD
5. Jose Alcala, Riverside CCD*
6. Ines De Luna, Napa Valley CCD*
7. Dyana Delfin-Polk, Peralta CCD
8. Shin Liu, Cerritos CCD
9. Milton Richards, Yosemite CCD
10. Michael Rives, Antelope Valley CCD
11. Uduak-Joe Ntuk, Long Beach CCD
12. Gregory Hanna, Siskiyou Joint CCD
13. Mary Jane Sanchez-Fulton, Desert CCD
14. Julie Schorr, Grossmont-Cuyamaca CCD
15. Tammy Silver, Pasadena Area CCD*
16. Carolyn Inmon, South Orange CCD

**Incumbents*

Page 1

Q1

First Name

First name	**Rebecca**
Last name	**Barrett**

Q2

District Name

Contra Costa Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Sandoval%2C%20Fernando.jpg (45.5KB)

Page 1

Q1

Candidate First and Last Name

First name	**Rebecca**
Last name	**Barrett**

Q2

Address

Street address	**2531 Orange St**
City	**Martinez**
State	**CA**
Zip Code	**94553**
Country	**us**

Q3

Phone number

Phone number	**+1 925 360 0077**

Q4

Email address

Email address	**rbarrett@4cd.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

California's leaders must prioritize community colleges with just funding and expanded workforce training opportunities that meet our state's needs. By speaking with one voice, the CCCT Board and the League can shape policies that address workforce shortages and ensure students have the resources and support they need to succeed.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

With experience as a board president, policy advocate, and coalition builder, I bring a deep understanding of workforce development and effective governance. I'll help strengthen our advocacy efforts, secure critical resources for students, and build partnerships that expand career pathways while advancing the mission of California's community colleges.

Q7

Certificates/Degrees

University of California, Los Angeles (UCLA): Bachelor of Arts, Political Science with a Specialization in American Politics

Q8

Present Occupation

Communications Director, Contra Costa Labor Council

Q9

Other occupations

· Director of Communications, California Emerging Technology Fund
· Director of Development, Boys & Girls Clubs of Contra Costa
· Deputy District Director, Congressman Mark DeSaulnier
· Principal Advisor to the State Superintendent of Public Instruction, California Department of Education (CDE)
· Special Advisor to the State Superintendent of Public Instruction, California Department of Education (CDE)

Q10

Your Community College District

Contra Costa Community College District

Q11

Years of Service on Local Board

7 years, 2 months

Q12

Offices and Committee Memberships on Local Board

Board President, 2020 & 2024
Board Secretary, 2023
Member, District Facilities Ad-Hoc Committee, 2024 - Present
Member, District Legislative Ad-Hoc Committee, 2019 - Present

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

· Co-Presenter: "Trustee Roles & Responsibilities 2.0" at the Effective Trusteeship and Board Chair Workshop, 2024 & 2025
· Panelist: "Managing Sideways" at the CCLC Fall Conference Annual Convention, 2024

Q14

ACCT and other organizations, boards, committees, etc.

· Board President, Education Justice Academy
· Executive Committee Member, Sierra Club Mt. Diablo Group

Q15

Civic engagement and community service related volunteer work

· Founder & Director, Contra Costa Community College District Professional Clothing Drive
· Founding Member, Healthy Martinez
· Member, Martinez Historical Society

Q16

Enter any remaining activities or information here

Awards:
· Contra Costa County Woman of the Year 2024, State Senator Bill Dodd
· Emerging Leader of 2016, East Bay Women's Political Caucus

Page 1

Q1

First Name

First name	**Anne**
Last name	**Kepner**

Q2

District Name

West Valley-Mission Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Brad's%20digital%20siganture.jpg (28.1KB)

Page 1

Q1

Candidate First and Last Name

First name	**Anne**
Last name	**Kepner**

Q2

Address

Street address	**14000 Fruitvale Avenue**
City	**Saratoga**
State	**CA**
Zip Code	**95070**
Country	**us**

Q3

Phone number

Phone number	**+1 408 205 8681**

Q4

Email address

Email address	**annekepner@gmail.com**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

CCCs face unprecedented challenges. It is critical that we:
- Recommit to student success with equity, despite Federal efforts to undermine our priorities
- Balance local control with unified themes to effectively advocate systemwide
- Protect and expand traditional and alternative sources of funding
- Adapt new technologies to advance student success

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Critical thinker and consensus builder. Work to build strong relationships with our legislators, ensure voices and perspectives of all districts are heard, identify areas of common interest and help negotiate a balance between differing local perspectives to move the league forward, where possible, with a stronger collective voice.

Q7

Certificates/Degrees

AA - De Anza College - 1989
BS - San Jose State University - 1991
JD - UC Law San Francisco - 1995

Q8

Present Occupation

Attorney: civil litigator and mediator

Q9

Other occupations

none

Q10

Your Community College District

West Valley Mission Community College District

Q11

Years of Service on Local Board

10

Q12

Offices and Committee Memberships on Local Board

President - 5x
Audit and Budget Oversight Committee
Legislative Policy Oversight Committee
City of Santa Clara and Mission College Liaison Committee

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Advisory Committee on Legislation
Workshop Presenter at CCLC Annual Conference
Women's Caucus

Q14

ACCT and other organizations, boards, committees, etc.

Attended Annual Conference in Washington, DC - 2023

Q15

Civic engagement and community service related volunteer work

PTSA Santa Clara High School: Exec. Bd., 2021- pres.
Santa Clara High Athletic Boosters: Exec. Bd., 2023 - pres.
Mission City Community Fund: Exec. Bd., 2019 - pres.
Santa Clara Schools Foundation: Advisory Bd., 2022 - pres.
PTSA Bucsher Middle School: Exec. Bd., 2018 - 2021
Washington Open Parent Faculty Group: Exec. Bd., 2014-19
Friends of Wilson Preschool: Founding Bd. Member, 2011-13
City of Santa Clara Housing Loan & Rehab. Comm., 2005-13
YMCA of Silicon Valley, Central: Advisory Bd., 2002-21
Rotary: Member (San Jose North) 2000 - 2006

Q16

Enter any remaining activities or information here

Community Awards:

Woman of Influence - Silicon Valley Business Journal: 2024
Woman of the Year - AD 26 (Hon. Evan Low): 2023
Pursuit of Justice - Santa Clara County Trial Lawyers: 2022
Parent Volunteer of the Year - SCUSD: 2022, 2018
Trial Lawyer of the Year - Santa Clara County Trial Lawyers: 2014

Being a community college graduate, I personally know our colleges change the trajectory of people's lives and help to unleash the personal and career potential inside every individual. Today, I am prepared to utilize my experience as a parent of 3, strong supporter of public education, community volunteer, consumer protection lawyer, skilled mediator, and college board trustee to further the mission of community colleges throughout California.

Page 1

Q1

First Name

First name	**Carlos**
Last name	**Guerrero**

Q2

District Name

Santa Clarita Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

David%20Andrus%20Signature.png (14.9KB)

Page 1

Q1

Candidate First and Last Name

First name	**Carlos**
Last name	**Guerrero**

Q2

Address

Street address	**18950 Sierra Estates Drive**
City	**Newhall**
State	**CA**
Zip Code	**91321**
Country	**us**

Q3

Phone number

Phone number	**+1 818 681 7215**

Q4

Email address

Email address	**carlos.guerrero@canyons.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Critical priorities include advancing student equity and success through targeted support services and inclusive practices, strategically implementing Vision 2030 initiatives to increase completion rates and workforce readiness, and developing comprehensive AI policies that balance innovation with academic integrity. These challenges require collaborative solutions and sustainable resource allocation across our system.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

My active involvement with the Chancellor's Office and ASCCC provides valuable perspective on statewide initiatives. This experience enables me to bridge local and state priorities, share proven practices across districts, and contribute meaningful insights to policy development. I understand the complexities of implementing system-wide changes while maintaining local autonomy.

Q7

Certificates/Degrees

BA, Chicana/o Studies, CSU, Northridge
MA, Chicana/o Studies, CSU, Northridge
PhD, Cultural Studies, the Claremont University

Q8

Present Occupation

Chair, Social Science Los Angeles City College,
Professor of Chicano Studies, Los Angeles City College
Lecturer, California State University, Northridge, Educational Opportunity Program and Chicana/o Studies Department

Q9 **Respondent skipped this question**

Other occupations

Q10

Your Community College District

Santa Clarita Community College Districts

Q11

Years of Service on Local Board

4 months so far

Q12

Respondent skipped this question

Offices and Committee Memberships on Local Board

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

CC Chancellor's Office: Ethnic Studies Taskforce, AI Faculty Work Development Committee, Distance Education & Education Technology Advisory Committee, Telecommunications and Technology Advisory Committee,
Vision 2030 Training & Technical Assistance Subgroup NonCredit.

Academic Senate for California Community College: Online Education Committee, Educational Policy, Part-Time Committee, NonCredit Committee, Association of Community and Continuing Education (ACCE, Liason)

Q14

ACCT and other organizations, boards, committees, etc.

Foundation for the California Community College Foundation, Director
National Association for Chicana and Chicano Studies, National Chair, 2003-2004, 2014-2016

Q15

Civic engagement and community service related volunteer work

Golden Oak Community School Volunteer, Golden Oak Community School School Site Council

Q16

Respondent skipped this question

Enter any remaining activities or information here

Page 1

Q1

First Name

First name	**Alejandra**
Last name	**Gonzalez**

Q2

District Name

Hartnell CCD

Q3

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

I agree

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Signature.JPG (9.6KB)

Page 1

Q1

Candidate First and Last Name

First name	**Alejandra**
Last name	**Gonzalez**

Q2

Address

Street address	**11498 Rico St**
City	**Castroville**
State	**CA**
Zip Code	**95012**
Country	**us**

Q3

Phone number

Phone number	**+1 209 505 5389**

Q4

Email address

Email address	**alejandravgonzalez7@gmail.com**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

At this moment, the issue that is most noticeable to Community Colleges is enrollment and retention of students.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

We need to be proactive and find out why students are withdrawing from C.C. or why they are not even enrolling and help them through whatever challenges they are facing. Continue to have highly visible and public outreach programs to help our students begin or continue their education.

Q7

Certificates/Degrees

I have over 90 completed units in Sociology at U.C. Berkeley. Over 90 completed units in a combination of subjects, including, Psychology, Linguistics, and Early Childhood Education at Hartnell Community College and Monterey Peninsula Community College.

Q8

Present Occupation

Administrative Assistant III at North Monterey County Unified School District.

Q9

Other occupations

from 1999 - 2002 = Family Services Specialist

Q10

Your Community College District

Hartnell Community College

Q11

Years of Service on Local Board

4+

Q12

Offices and Committee Memberships on Local Board

President Search Committee; District Audit Committee; Council for the Arts Committee

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Monterey County School Board Association

Q14

ACCT and other organizations, boards, committees, etc.

I have attended the Annual ACCT Conference 2021, 2022, 2023, and 2024

Q15

Civic engagement and community service related volunteer work

I volunteer for the Monterey County Labor Council that aims to help workers learn about how to go about getting fair and equitable employment, contracts, and fair working conditions.

Q16 **Respondent skipped this question**

Enter any remaining activities or information here

Page 1

Q1

First Name

First name	**Jose**
Last name	**Alcala**

Q2

District Name

Riverside Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

RCCD%20Approval%20of%20Board%20Nominee_Jose%20Alcala.pdf (48.8KB)

Page 1

Q1

Candidate First and Last Name

First name	**Jose**
Last name	**Alcala**

Q2

Address

Street address	**19944 SAN LUIS REY LANE**
City	**RIVERSIDE**
State	**CA**
Zip Code	**92508**
Country	**us**

Q3

Phone number

Phone number	**+1 951 259 1109**

Q4

Email address

Email address	**jose.alcala@rccd.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Funding for Community Colleges by working with our partners in K-12 to bring Community Colleges to at least the funding levels of K-12. Advocacy to revise the California Master Plan for Higher Education .

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I can contribute to this by utilizing my connections to the California Teachers Association (I previously served on it Board of Directors) and relationships with local state and federal elected officials. I also have a strong background on grassroots organizing.

Q7

Certificates/Degrees

BA History
California Teaching Credential

Q8

Present Occupation

Teacher - Moreno Valley Unified School District

Q9

Other occupations

Dad

Q10

Your Community College District

Riverside Community College District

Q11

Years of Service on Local Board

Serving since 2018

Q12

Offices and Committee Memberships on Local Board

Currently Board President Previously served as Vice President and Secretary.
Current Chair of our district Resources Committee

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Currently serving in first term on CCCT Board, running for reelection

Q14

ACCT and other organizations, boards, committees, etc.

ACCT Formerly "DEI Committee"
Previously served on ACCT Regional Nominating Committee, Pacific Region as Member and Chair

Q15

Civic engagement and community service related volunteer work

Planned Parenthood of the Pacific Southwest (Riverside/San Diego/Imperial Counties) Board Member and Action Fund (PAC) Member and Previous Chair
California Democratic Party: Delegate, Executive Board Member & Member of Rules Committee
Riverside County Democratic Party Central Committee: Member, Assembly District Chair, Parliamentarian
Riverside City Library Board

Q16 **Respondent skipped this question**

Enter any remaining activities or information here

Page 1

Q1

First Name

First name	**Ines**
Last name	**De Luna**

Q2

District Name

Napa Valley Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Signature%2C%20Powell%2C%20Torence.JPG (12.2KB)

Page 1

Q1

Candidate First and Last Name

First name	**Ines**
Last name	**DeLuna**

Q2

Address

Street address	**1290 Bello Ave**
City	**Saint Helena**
State	**CA**
Zip Code	**94574**
Country	**us**

Q3

Phone number

Phone number	**+1 707 312 1826**

Q4

Email address

Email address	**ines.deluna@napavalley.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Statewide advocacy to influence policies and secure funding that support community colleges.
Continuing to promote DEIA initiatives to ensure equitable educational opportunities for all students.
And Student Support Services that address affordability, food, and housing insecurities to enhance student success.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

My unique life experience, combined with my experince on the CCCT Board, provide a solid foundation for advocating for equity in community college funding and support. My ability to represent marginalized student groups and smaller school districts is crucial, as these communities often face unique challenges that need targeted solutions.

Q7

Certificates/Degrees

BA Political Science, Certificate in Organizational Management, Certificate in DEIA for Human Resources.

Q8

Present Occupation

CEO/President of Farmworker Institute for Education and Leadership Development by Cesar Chavez

Q9 **Respondent skipped this question**

Other occupations

Q10

Your Community College District

Napa Valley Community College

Q11

Years of Service on Local Board

4 completed beginning my 2nd term

Q12

Offices and Committee Memberships on Local Board

Legislative Committee, previous Accreditation Committee, Audit and Finance,

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

CALCCTA member, NALEO Member

Q14 **Respondent skipped this question**

ACCT and other organizations, boards, committees, etc.

Q15

Civic engagement and community service related volunteer work

Emergency and Disaster Services coordinator in Napa County. Napa County latinx Democratic Club Founder.

Q16

Enter any remaining activities or information here

CEO of Farmworker Institute provides educational opportunities for underserved communities in rural communities, providing high school diplomas, career & technical education and training and climate impact, natural resources work opportunities for youth.

Page 1

Q1

First Name

First name	**Dyana**
Last name	**Delfin-Polk**

Q2

District Name

Peralta Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Board%20Clerk%20Signature.pdf (113.2KB)

Page 1

Q1

Candidate First and Last Name

First name	**Dyana**
Last name	**Delfin-Polk**

Q2

Address

Street address	**2555 Virgina St. #206**
City	**Berkeley**
State	**CA**
Zip Code	**94709**
Country	**us**

Q3

Phone number

Phone number	**+1 209 658 5837**

Q4

Email address

Email address	**ddelfinpolk@gmail.com**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

CCCT should focus on being a strong presence in Sacramento to ensure that our students receive the resources needed to complete their educational journeys. This is done through advocacy, relationship-building and continuing to emphasize how crucial community colleges are to the success of our state's workforce to external stakeholders.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I have 17 years of nonprofit leadership, civic engagement and business development, successful in getting strong results. I am a second term trustee with an extensive network, both in higher education and in politics, and my lived experience as a Latina and community college graduate would greatly contribute to CCCT.

Q7

Certificates/Degrees

-Associate in Arts: Merced College (History/Transfer Studies)
-Bachelor in Arts: University of California, Berkeley (History/Chicano Studies)
-Master in Public Policy: Mills College (emphasis in housing policy)

Q8

Present Occupation

Founder/Managing Partner, Forward2050, LLC. Forward2050 is a women-of-color and immigrant-led full service public affairs firm focused on stakeholder engagement, project management, event production, strategic communications and advising, research and design. We believe in an equity-centered approach and community-driven solutions to the most pressing issues facing our nation's emerging majority.

Q9

Other occupations

-Trustee, Peralta Community College District (2020-present)
-Office of Oakland Councilmember Kevin Jenkins, Policy Director (2023-2024)
-Office of Berkeley Mayor Jesse Arreguin, Legislative Aide (2021-2023)
-HOMEY SF, Associate Executive Director (2015-2021) Homies Organizing the Mission to Empower Youth (HOMEY) is a 24 year old non-profit organization rooted in San Francisco. Since its development, HOMEY has shaped ongoing violence prevention, social and community justice issues for almost two decades. Its team of 13 employees and volunteers continues to shape local policy and conduct the daily work of training and inspiring the next generation of youth and young adult community leaders.
-Limited English Proficiency Committee, Bay Area Rapid Transit (20192021) The Limited English Proficiency (LEP) Advisory Committee consists of members of community-based organizations that serve LEP populations within the BART service area. The Committee assists in the development of the District's language assistance measures and provides input on how the District can provide programs and services to customers, regardless of language ability.
-Independent Nonprofit and Political Consultant, 2016-present Successful political mail designer and field strategy coordinator and coalition builder in Marin County, San Francisco, Contra Costa and Alameda Counties. Previous campaign staff experience includes phone banking, field operations, volunteer coordination and training. In addition to clients in the political arena, current and past nonprofit clients have included the Ella Baker Center for Human Rights, ESO Ventures, Urban Strategies Council and the Unity Council.
-Clean Coalition, Policy Manager (2012-2014) The Clean Coalition is a nonprofit organization whose mission is to accelerate the transition to renewable energy and a modern grid through technical, policy, and project development expertise.
-Greenlining Institute, Research and Executive Assistant (2009-2011) The Greenlining Institute is a public policy, research, and advocacy non-profit organization based in Oakland, California. It seeks to advance economic opportunity and empowerment for people of color through advocacy, community and coalition building, research and leadership development.

Q10

Your Community College District

Peralta Community College District

Q11

Years of Service on Local Board

2020-present

Q12

Offices and Committee Memberships on Local Board

-Chair, Board of Trustees (2023)
-Member of the Chancellor Search Committee (2023)
-Vice Chair, Board of Trustees (2022)
-Chair, Finance Committee of the Board of Trustees (2021) -Member, Board of Directors, Peralta Colleges Foundation (2020present)
-RAICES Latinx Graduation Planning Committee (2025-present)

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

I’ve attended CCCT meetings every year since I was elected, I’m a member of the Latino Caucus and attend those meetings as well.

Q14

ACCT and other organizations, boards, committees, etc.

I’ve attended ACCT meetings every year since I was elected, I’m a member of the Latino Caucus and attend those meetings as well.

Q15

Civic engagement and community service related volunteer work

-Multicultural Institute Board of Directors (2022-present) Since 1991, MI has worked with immigrant communities in three areas; Alameda, San Mateo and Contra Costa counties. Its strongest niche is with Latino immigrants, particularly those from Mexico and Central America and its core constituents include day laborers, domestic workers, low-income immigrant adults and youth. Since its inception MI has envisioned a community in which immigrants, regardless of their immigration status, are embraced and valued in the communities in which they live and work.
-Member, Local Progress (2020-present) Local Progress is a movement of local elected officials advancing a racial and economic justice agenda through all levels of local government. We are elected leaders who build power with underrepresented communities and fight to reshape what is possible in our localities all across the country.
-National Association of Latino Elected Officials (NALEO), (2020present) Founded in 1981, NALEO achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.
-City of Berkeley Commission on Labor (2024-present) The Commission on Labor establishes policy in the area of labor by preparing reports, developing information and referral services, observing and reviewing labor disputes, and promoting equal rights.
-Alternate, Alameda County Democratic Central Committee (2018present) The Alameda County Democratic Party coordinates the party’s activities throughout the county, making endorsements, organizing events and directing resources to support local, state and national candidates. Its governing body, the Alameda County Democratic Central Committee, is charged under state law with overseeing the Party’s local activities and campaigns, under the general direction of the California Democratic Party.
-Lead, YIMBY Latino (2023-present) YIMBY Latino is a group of pro-housing activists that self-identify as Latino, Latina, Latinx, YIMBY or all of the above. Our motto is "¡Sí En Mi Barrio!", a Spanish version of Yes in My Backyard (YIMBY). We welcome more neighbors in our Latino/a/x neighborhoods, we welcome refugees, immigrants & all newcomers into our neighborhoods
-Founder, Latino Young Democrats of the East Bay (2016-2022) Latino Young Democrats of the East Bay is the premiere organization in the East Bay for young Latinx political professionals.
-Coro Northern California (Program completed in 2021) Coro’s Women in Leadership program supports the leadership development of women across the Bay Area
-East Bay Young Democrats, Political Director (2015-2017) East Bay Young Democrats is the largest East Bay organization for young, progressive Democrats.

Q16

Enter any remaining activities or information here

Dyana Marie Delfín Polk is a seasoned political organizer, nonprofit executive, policy analyst and campaign consultant with deep roots in the East Bay. With over 15 years of experience in electoral politics, government and nonprofit management, her prior experience includes working in the City of Berkeley's Mayor's Office, for Oakland Councilmember Kevin Jenkins and as Associate Executive Director at HOMEY SF, a violence prevention nonprofit based in San Francisco's Mission District. Dyana currently consults for various East Bay organizations advising on nonprofit management, strategic advising and coalition building using an equity-centered approach. She also has significant experience electing city council, transit and school board candidates in Alameda, Contra Costa and Marin Counties. Working with women, LGBTQ+ and candidates of color is a particular focus of Dyana's work in politics, drawing from her own experience as an elected Trustee for the Peralta Community College District. Born on Mather Air Force Base in Sacramento County, Dyana was raised in Merced and in Berkeley, California in a Mexican-American family. She received her Associate’s degree from Merced College, Bachelor’s Degree in American History and Chicano Studies from UC Berkeley and her Master’s degree in Public Policy from Mills College. A lifelong Democrat, Dyana co-founded the Latino Young Democrats of the East Bay, currently serves as a delegate to the California Democratic Party and serves as a lead for YIMBY Latino, a group of Latino pro-housing activists fighting for affordable housing and inclusive communities. She is on the Board of Directors for the Multicultural Institute, a West Berkeley-based nonprofit working with Latino immigrant families, day laborers and domestic workers increasing access to opportunities through workforce development and education.

Page 1

Q1

First Name

First name	**Shin**
Last name	**Liu**

Q2

District Name

Cerritos Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Lewis%20Signature.png (72.8KB)

Page 1

Q1

Candidate First and Last Name

First name	**Dr. Shin**
Last name	**Liu**

Q2

Address

Street address	**11110 Alondra Boulevard**
City	**Norwalk**
State	**California**
Zip Code	**90650**
Country	**us**

Q3

Phone number

Phone number	**+1 562 213 3107**

Q4

Email address

Email address	**sliu@cerritos.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I advocate for securing community college funding, closing equity gaps, expanding dual enrollment, supporting DACA students, and strengthening basic needs resources. As a computer science professor and CCCT Board member, I will champion AI integration, digital literacy, and equitable technology access to advance workforce development and student success.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

With 15 years as a Trustee and over 25 as a technology professor, I am committed to student success. I have championed innovative technology, strengthened K-12 and university partnerships, and collaborated with stakeholders to create an equitable, workforce-driven learning environment aligned with technological advancements and the evolving needs of students.

Q7

Certificates/Degrees

Doctor of Computer Information Systems, Argosy University
Master of Science, The University of Texas at El Paso
Microsoft Certified Application Specialist
Blackboard Certified Trainer

Q8

Present Occupation

Professor, Rio Hondo College

Q9

Other occupations

Education Consultant

Q10

Your Community College District

Cerritos Community College District

Q11

Years of Service on Local Board

15 years

Q12

Offices and Committee Memberships on Local Board

Board President, Board President, and Board Clerk

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Frequent presenter CCLC Convention on topics such as strategic planning, basic needs.

Q14 **Respondent skipped this question**

ACCT and other organizations, boards, committees, etc.

Q15

Civic engagement and community service related volunteer work

I have been an educational consultant for Taipei City and New Taipei City in Taiwan, contributing her expertise to enhance educational initiatives

Q16

Enter any remaining activities or information here

Apply for and develop education development plans and study abroad programs for college students. Programs funded by government grants, including Taiwan Experience Education Program (TEEP) and the US-China Business Training Center (UCBTC).
In 2008, a team from Rio Hondo College participated in the Microsoft Imagine Cup, a prestigious global technology competition. Dr. Shin Liu, a professor at Rio Hondo College, mentored and led the students during this competition. The college was notably the only community college in the nation to participate alongside four-year universities in the U.S. Finals for software development. In a recognition letter to Dr. Liu, Martin Schray, Microsoft's U.S. National ADE Program Director, commended Rio Hondo College for having more teams (four) at the finals than any other institution, highlighting the students' spirit, intelligence, and energy, as well as the outstanding faculty mentoring and involvement.

In 2010, two Golden West College students, Zachary McIntosh and Paul Purtell, formed a team named "Dark Wing Ducks" and advanced to the U.S. Finals of Microsoft's Imagine Cup. Competing in the Game Design category, they developed a game focused on raising awareness about ocean pollution caused by plastic waste. Their achievement was notable as they competed against teams from prestigious universities, including UCI and USC. Dr. Shin Liu, a professor at Golden West College, mentored the team and accompanied them to Washington, D.C., for the competition.

Page 1

Q1

First Name

First name	**Dr. Milton E.**
Last name	**Richards**

Q2

District Name

Yosemite Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Dr.%20Henry%20C.V.%20Yong_Secretary%20to%20the%20YosemiteCCD%20BOTs%20-%20Copy.jpg (201.5KB)

Page 1

Q1

Candidate First and Last Name

First name	**Milton**
Last name	**Richards**

Q2

Address

Street address	**Yosemite Community College District 2201 Blue Gum Ave**
City	**Modesto**
State	**CA**
Zip Code	**95358**
Country	**us**

Q3

Phone number

Phone number	**+1 209 620 9814**

Q4

Email address

Email address	**richardsm@yosemite.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Critical issues for consideration; navigating the challenges presented by the governor's budget, promoting educational equity, championing student success initiatives, and expanding workforce development programs. It is imperative that all advocacy and endeavors concentrate on fostering economic mobility for every student, regardless of race, gender, religion, academic background, and sexual orientation.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I aim to advocate for the Eastern Sierra region, which lacks representation on the board. With 40 years of experience as an Athletic Director and Faculty, I have served underrepresented students and vulnerable athletes. It would be a privilege for me to represent the often unintentionally overlooked district.

Q7

Certificates/Degrees

Ed.D., M.S., B.S.R.

Q8

Present Occupation

Retired College Administrator, Faculty Member

Q9

Other occupations

Retired Director of Athletics Simon Fraser, CSU Stanislaus, UAlbany, Kansas State, Administrator Adjunct Faculty Temple U

Q10

Your Community College District

Yosemite Community College District

Q11

Years of Service on Local Board

3 plus

Q12

Offices and Committee Memberships on Local Board

President
Vice President
Finance Committee

Q13

Respondent skipped this question

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Q14

ACCT and other organizations, boards, committees, etc.

2022 ACCT Conference Presentation: Economic Recovery and Growth for All Strengthen High Tech Partnerships in Rural Communities 36th Annual National Conference on Race & Ethnicity in Higher Education (NCORE 2024) DEI Challenges at Rural Community Colleges Unique Obstacles and Creative Solutions

Q15

Civic engagement and community service related volunteer work

President, Stanislaus County Mosquito District
Chair, Turlock Convention & Visitors Bureau
Burnaby Board of Trade, Board Member
United Way of Stanislaus Board Member
California Collegiate Athletic Association President, Vice President
Member, Rotary International
Chair, Eastern Collegiate Athletic Conference Television Committee
Chair, Eastern Collegiate Athletic Conference Marketing Committee
Chair, Big 8 Athletic Directors Conference Committee
NY Red Cross Board of Directors Member

Q16

Enter any remaining activities or information here

Volunteer Assistant Mayor City of Turlock

Page 1

Q1

First Name

First name	**Michael**
Last name	**Rives**

Q2

District Name

Antelope Valley Community College

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

JZelletSignature.png (12.8KB)

Page 1

Q1

Candidate First and Last Name

First name	**Michael**
Last name	**Rives**

Q2

Address

Street address	**1114 West Avenue J-9**
City	**Lancaster**
State	**California**
Zip Code	**93534**
Country	**us**

Q3

Phone number

Phone number	**+1 661 902 1976**

Q4

Email address

Email address	**michael.rives@avc.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Governor Newsom is promoting CTR and following students through their careers as a community college student from beginning to end. He has allocated funds for this and we should embrace his philosophy in helping to promote his ideas.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I have a varied background in education, healthcare, law enforcement, and political activism.

Q7

Certificates/Degrees

AA Degree in Government, BS Degree in Criminal Justice, MS Degree in Criminal Justice. One year of law, one year of accounting, and a diploma in Police Science from LAPD police academy.

Q8

Present Occupation

Retired.

Q9

Other occupations

None

Q10

Your Community College District

Antelope Valley Community College

Q11

Years of Service on Local Board

4 years and 3 months

Q12

Offices and Committee Memberships on Local Board

Former director of Antelope Valley Health Care District, Board of Directors. Former President of the AV Optimist Club. I have attended the Antelope Valley School Board Association Meetings.

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

I have participated in all the League and the Chancellor's Webinars since elected in 2020.

Q14

ACCT and other organizations, boards, committees, etc.

None

Q15

Civic engagement and community service related volunteer work

I have volunteered at my church as a groundskeeper for the last 3 years.

Q16

Enter any remaining activities or information here

I have been admitted to two different PhD programs, but decided not to follow up, due to financial reasons.

Page 1

Q1

First Name

First name	**Uduak-Joe**
Last name	**Ntuk**

Q2

District Name

Long Beach Community College Disrict

Q3

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

I agree

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

!Mike%20Munoz%20digital%20signature.png (6.7KB)

Page 1

Q1

Candidate First and Last Name

First name	**Uduak-Joe**
Last name	**Ntuk**

Q2

Address

Street address	**209 W. Ridgwood Street**
City	**Long Beach**
State	**CA**
Zip Code	**90805**
Country	**us**

Q3

Phone number

Phone number	**+1 562 818 1500**

Q4

Email address

Email address	**untuk@lbcc.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The CCCT Board and League should prioritize funding, governance training, and legislative advocacy. Strong leadership is essential for enrollment recovery, trustee education, workforce development, student housing, basic needs, Prop 2 Construction Bond allocations, and launching a Nursing Baccalaureate Degree pilot to strengthen California's community colleges and student success.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a two-term trustee and energy professional, I will leverage my expertise in education, workforce development, and public policy to collaborate effectively. We must secure funding, expand career pathways, and strengthen transfer opportunities. My leadership experience will support policies that drive student success and equitable outcomes.

Q7

Certificates/Degrees

- Public Leadership Credential, Harvard Kennedy School of Government
- M.S. Engineering, University of Southern California
- B.S. Chemical Engineering, California State University, Long Beach
- A.A. Liberal Arts, Long Beach City College

Q8

Present Occupation

Senior Director, Sustainability and Environmental Compliance at the Los Angeles Metropolitan Transportation Authority

Q9

Other occupations

- Adjunct Professor, California State University, Long Beach
- Consultant, South Coast Air Quality Management District

Q10

Your Community College District

Long Beach Community College District

Q11

Years of Service on Local Board

7 years

Q12

Offices and Committee Memberships on Local Board

- Board President and Vice President
- Chair, Long Beach City College Measure AC $990 Million Construction Bond Committee
- LBCCD's Board of Trustees Audit Subcommittee
- LBCCD's Board of Trustees Public Safety Ad Hoc Committee
- LBCCD's Board of Trustees Redistricting Ad Hoc Committee
- LBCCD's Board of Trustees Building Naming Ad Hoc Committee
- LBCCD's Representative, Los Angeles County School Trustees Association
- LBCCD's Board of Trustees lead for the Accrediting Commission for Community and Junior Colleges Committee

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

- CCLC Advisory Committee on Education Services Member (2024- present)
- Member, African American California Community College Trustees and Administrators
- 2023 panelist, California Chancellor's Office Dual Enrollment Summit
- 2022 Peralta Community College District's ACCJC Re-Accreditation Site Visit Team member
- Conference Presenter, California Association of Black Educators
- Conference Presenter, Association of Community College Trustees

Q14

ACCT and other organizations, boards, committees, etc.

2025 ACCT National Legislative Summit Advocacy Leadership Academy

Q15

Civic engagement and community service related volunteer work

- Board of Directors, Groundwater Protection Council (2019-2023)
- Board of Directors, Baldwin Hills Conservancy (2019-2023)
- Advisory Board, USC Center for Engineering Diversity (2006-2016)
- Board of Directors, Leadership Long Beach (2014-2016)
- Volunteer, Jack & Jill of Long Beach (Current)
- Volunteer, Boy Scouts of America (Current)

Q16

Enter any remaining activities or information here

- 2023 National Renewable Energy Lab Energy Executive
- Member, Pacific Council of International Policy
- Served two terms on the Long Beach Community College District Personnel Commission, which administers the Merit System of equal opportunity employment for the district’s classified employees.

Page 1

Q1

First Name

First name	**Gregory**
Last name	**Hanna**

Q2

District Name

Siskiyou Joint Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Char%20Perlas%20signature.jpg (2.9KB)

Page 1

Q1

Candidate First and Last Name

First name	**Gregory**
Last name	**Hanna**

Q2

Address

Street address	**4707 Hartstrand Road**
City	**Etna**
State	**CA**
Zip Code	**96027**
Country	**us**

Q3

Phone number

Phone number	**+1 530 598 4707**

Q4

Email address

Email address	**gregchanna@gmail.com**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Districts, the CCCT Board, and the League need to continue to advocate for the vitally needed revisions to the 50% Law, equipping districts with resources needed to offer baccalaureate degrees, and encourage participation in the Common ERP and Common Cloud Data Platform Demonstration Projects.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I offer a rural, small-college perspective when advocating for solutions in trying times. My experience of a lifetime in civic service has also equipped me with the ability and passion for bringing together stakeholders within our communities to support local students and work for improving public education.

Q7

Certificates/Degrees

Bachelor of Science, Agri-Business and Natural Resource Management from Eastern Oregon University, La Grande, Oregon

Q8

Present Occupation

Farm & Ranch owner/operator; Hanna Bros. LLC Member/Owner; Hanna Bros. Ranch, Inc., Director/Owner; GH Ranch LLC, Member/Owner

Q9

Other occupations

None

Q10

Your Community College District

Siskiyou Joint Community College District

Q11

Years of Service on Local Board

17 years

Q12

Offices and Committee Memberships on Local Board

Board President, two terms
Vice President two terms
Board Representative to the College of the Siskiyous Foundation
Accreditation Committee Liaison
Building Oversight Committee
Resource Management Development Committee
Facility Oversight Committee

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

California Cattlemen's Association, member
California Farm Bureau, member
Participation in numerous CCLC conferences, workshops, and training sessions

Q14

ACCT and other organizations, boards, committees, etc.

National Cattlemen's Association, member

Q15

Civic engagement and community service related volunteer work

Etna Elementary School District Board of Trustees, two terms;
Scott Valley Pleasure Park Rodeo Board of Directors, 1982-present, two terms as Board President;
Scott Valley Pleasure Park Junior Rodeo Board, two years;
Siskiyou Golden Fair, 10th District Agriculture Association, Rodeo Committee, two years
Etna High School football coach, 23 years

Q16

Enter any remaining activities or information here

A.I. Alkhorayeff Sons Co.: Project Manager, Prince Abdul-shual Farm Project, Riyadh, Saudi Arabia
International Agricultural Exchange Association (IAEA); participated in a 10-month work abroad program in Victoria, Australia

Siskiyou Golden Fair: Weighmaster, volunteer assisting with livestock weigh-ins and wellness checks for swine, steers, heifers, rabbits, and poultry

Siskiyou Golden Fair: Volunteer at rodeo events as judge, chute boss, and supervisor to ensure the safety of the participants, livestock, and arena workers

Siskiyou Golden Fair: Rachel Hanna Park: Maintain the landscaping, flower beds, and children's play area for the venue to be used during the fair, Ag Awareness Day, and for rental events throughout the year

Scott Valley Pleasure Park: Youth Rodeo Clinic: Sponsored and taught at a local clinic to encourage children of all ages to learn about the sport of rodeo

Page 1

Q1

First Name

First name	**Mary Jane**
Last name	**Sanchez-Fulton**

Q2

District Name

Desert Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

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Page 1

Q1

Candidate First and Last Name

First name	**Mary Jane**
Last name	**Sanchez-Fulton**

Q2

Address

Street address	**43500 Monterey Ave**
City	**Palm Desert**
State	**CA**
Zip Code	**92260**
Country	**us**

Q3

Phone number

Phone number	**+1 760 619 7671**

Q4

Email address

Email address	**msanchez@collregeofthedesert.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

1) Student Safety (ensuring students feel cared about and welcomed regardless of legal status, ethnicity, race, gender, disabled, etc.)
2) Student Affordable Housing
3) Increased Enrollment

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Establish inclusive policies for all students in uncertain times.
Build public-private partnerships for affordable student housing.
Boost enrollment through dual enrollment, virtual reality in classrooms, and AI-driven innovations.

Q7

Certificates/Degrees

Master of Arts in International Affairs (M.A.)
Golden Gate University

Bachelor of Arts (B.A.)
University of California, Berkeley

Certificate of Executive Education in Public Policy
University of Southern California

Certificate for Non-Profit Organizational Management
Notre Dame University

Q8

Present Occupation

Educator/Healthcare Professional

Q9

Other occupations

Entrepreneur and Fortune 500 Executive

Q10

Your Community College District

Desert Community College District

Q11

Years of Service on Local Board

Re-elected after serving 8 years

Q12

Offices and Committee Memberships on Local Board

President, Desert Hot Springs Democratic Club
Active Member for both Desert Hot Springs & Indio
10 year-member of local Coachella Valley city chambers

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

Former CCCT Board Member

Q14

ACCT and other organizations, boards, committees, etc.

California Democratic Council
Desert Hot Springs Dems Club
Desert Stonewall Democrats
Sierra Club

Q15

Civic engagement and community service related volunteer work

Advocated for a Voter Approved $578 Million Education Bond to build a West Valley Campus and Double the Size of the East Valley Campus in Indio
Free COD Tuition to All Coachella Valley High School Graduates
Brought COD Classrooms to Desert Hot Springs
Free Bus Fare for All C.O.D. Students
Food Bank for All C.O.D. Food Insecure Students
Opened the East Valley Campus in Indio
Voted to Double the Size of the East Valley Campus in Indio
Restoration of the Hilb Library – Palm Desert Campus
New Agriculture Science, Early Childhood Education, Gymnasium and Stagecraft Buildings
Big Horn Golf Club Charities Veterans Resource Center
Berger Faculty Innovation Center
Dreamers Resource Center
Gender and Sexual Diversity Pride Center
Black Student Success Center
Foster Youth Center
Water Conservation through Water Bottle Stations
Voted to Collaborate with the California Indian Nations College at C.O.D.

Q16

Enter any remaining activities or information here

Mary Jane has received a long list of personal accolades over her career including Citizen of Achievement from the League of Women Voters, Community Advocate Award by the National Latina Businesswomen's Association, Woman of Distinction by the California State Assembly, Advocate for Women's Equality Award by the California State Senate, and Person of Distinction by Veterans for Peace, just to name a few. Additionally, she has been a member of the American Association of University Women, multiple chambers of commerce, a Paul Harris Fellow with Rotary International, and former president of LULAC Inland Empire.

Page 1

Q1

First Name

First name	**Julie**
Last name	**Schorr**

Q2

District Name

Grossmont-Cuyamaca Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

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Elena%20Adams%20Board%20Clerk%20Signature.jpg (31.6KB)

Page 1

Q1

Candidate First and Last Name

First name	**Julie**
Last name	**Schorr**

Q2

Address

Street address	**1506 Wagner Drive**
City	**El Cajon**
State	**California**
Zip Code	**92020**
Country	**us**

Q3

Phone number

Phone number	**+1 619 241 1114**

Q4

Email address

Email address	**julie.schorr@gcccd.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Community colleges in California face challenges such as budget constraints, access issues for underserved populations, and the need to adapt to evolving workforce demands. Additionally, addressing equity gaps, improving transfer pathways, and enhancing student support services are ongoing concerns. Rebuilding enrollment and promoting student population growth are also vitally important.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a Board Trustee, I can contribute by advocating for increased funding, policies that enhance accessibility and equity, supporting initiatives to improve student success and retention, and collaborating with community stakeholders. Engaging in open communication with college leaders, faculty, and students can help identify specific needs and implement effective solutions.

Q7

Certificates/Degrees

Bachelor of arts degree in French, EL certification, master's degree in counseling, California administrative credential.

Q8

Present Occupation

University Supervisor at San Diego
State University College of Teacher Education.
Governing Board Vice President at Grossmont-Cuyamaca Community College District.

Q9

Other occupations

Public school educator for 30 years.

Q10

Your Community College District

Grossmont-Cuyamaca Community College District

Q11

Years of Service on Local Board

I am currently serving my fifth year as a trustee.

Q12

Offices and Committee Memberships on Local Board

Governing Board Trustee since 2020.
Vice President of the Governing Board.
I have served on the District Ad Hoc committee for Diversity, Equity, Inclusion, and accessibility.
I have served on the District Ad Hoc Building and Construction Committee.
I serve on the CCLC advisory committee for legislation.

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

I have attended many state, local, and national community college workshops and conferences with CCLC and ACCT. I have completed the Excellence in Trusteeship program and received my certificate of accomplishment.

Q14

ACCT and other organizations, boards, committees, etc.

I attended the ACCT conference in New York City in October 2022. I attended the national ACCT conference in Washington D.C. in February 2024.

Q15

Civic engagement and community service related volunteer work

In addition to my service on the Governing Board, I volunteer my time in the community at various fundraising events and food drives. I donate to organizations to help seniors with the Meals-on-Wheels program. I volunteer at Balboa Park for the International Cottages and the House of France. I have volunteered my time during the annual December Nights in Balboa Park. I also participate in many college events.

Q16

Enter any remaining activities or information here

During my many years as a public educator, I served as Department Chair and as coordinator for the International Baccalaureate program. I worked as an Assistant Principal on various campuses. I worked in the Guidance Department at a local high school as a counselor. As an educator, I have benefitted from experiences that have enriched my career and have strengthened my commitment to excellence in education.

Page 1

Q1

First Name

First name	**Tammy**
Last name	**Silver**

Q2

District Name

Pasadena Area Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

Ryan%20Liu%20Signature.png (6KB)

Page 1

Q1

Candidate First and Last Name

First name	**Tammy**
Last name	**Silver**

Q2

Address

Street address	**PO Box 60726**
City	**Pasadena**
State	**CA**
Zip Code	**91116**
Country	**us**

Q3

Phone number

Phone number	**+1 626 744 9533**

Q4

Email address

Email address	**tsilver@pasadena.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

1. Protecting our students: unapologetic policies to support all students with programs they need to persist in their studies and to succeed.
2. Protecting our funding: at the state and federal level.
3. Protecting freedom of intellectual inquiry
4. Build and grow CTE programs that lead to good jobs

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I lead the creation of DEIA Toolkits for trustees. Encourage trustees take actions outlined in Toolkits to ensure our students have the best possible outcomes. Tirelessly educate legislators about the value Community Colleges provide as statewide economic engines. Create Toolkits with actions trustees can take to support world-class CTE programs.

Q7

Certificates/Degrees

Bachelor's Degree in Business Administration, Entrepreneurship emphasis, from the University of Southern California

Q8

Present Occupation

Retired

Q9

Other occupations

Founder/President of Mari, Inc. a distributor of supplemental reading and language arts materials on the K-12 level.

Q10

Your Community College District

Pasadena Area Community College District

Q11

Years of Service on Local Board

5

Q12

Offices and Committee Memberships on Local Board

Budget and Audit Committee, Chair
Legislative Advocacy Committee
PCC Foundation Liaison (previous)
KPCC Oversight Committee (previous)
Facilities Committee (previous)

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

California Community College Trustees (CCCT) Board Member
California Trustees DEIA Integration Steering Committee
California Trustees DEIA Toolkit Advisory Committee
CCCT DEIA Town Hall Planning Committee
Chancellor’s Office Student Metrics Advisory Committee (appointed)
California Community Colleges Women’s Caucus, Programming Committee Chair

Q14

ACCT and other organizations, boards, committees, etc.

ACCT, member of the Member Communications and Education Committee (by appointment)

Q15

Civic engagement and community service related volunteer work

City of Pasadena Commissioner
Tournament of Roses member
Pasadena Rotary Club Director and President-Elect
National Women’s Political Caucus of the San Gabriel Valley, President
Oak Knoll Neighborhood Association, President
Welcome Circle member for an Afghan refugee family
Host Mom for exchange students from the Yemen, Turkey, the Republic of Georgia, Italy, Finland, Germany, and Japan.

Q16

Enter any remaining activities or information here

Los Angeles County School Trustee Association Leader of the Year, 2023-2024

Page 1

Q1

First Name

First name	**Carolyn**
Last name	**Inmon**

Q2

District Name

South Orange County Community College District

Q3 **I agree**

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted. Please check "I agree" below.

Q4

Upload an image of a file for a signature of clerk or secretary of governing board

JB%20Signature%20-%20Black.jpg (226.5KB)

Page 1

Q1

Candidate First and Last Name

First name	**Carolyn**
Last name	**Inmon**

Q2

Address

Street address	**17 Viejo**
City	**Irvine**
State	**California**
Zip Code	**92612**
Country	**us**

Q3

Phone number

Phone number	**+1 949 582 4850**

Q4

Email address

Email address	**cinmon@socccd.edu**

Q5

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Our CCCT Board should support:

1. Equity, diversity, and inclusion to ensure all students are included.
2. Free or debt-free education to ease financial burdens.
3. Retention efforts to support at-risk students.
4. Mental health policies to provide essential emotional support.

Q6

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I've devoted my life to public education. As a student, teacher at every level, communication association president and now community college trustee, I understand fully what it means to transform lives through education. I would be honored to lend my experience of all education sectors to the CCCT board.

Q7

Certificates/Degrees

- Associates Degree, El Camino College
- Bachelor of Arts, University of California Los Angeles
- Master of Arts, California State University Northridge

Q8

Present Occupation

Member of the Governing Board, South Orange County Community College District

---

Q9

Other occupations

Retired from the following:

- Community College Professor, Mt. San Antonio College. Teacher of the Year (2008)
- Communication Department Chairperson
- Director of Honors (Largest community college program in California)
- Advisor Phi Theta Kappa (International academic honorary society for two-year colleges)
- Director of Forensics (Coach of National Community College Championship team)
- Teaching Credential (Elementary school and High school teacher)

Q10

Your Community College District

South Orange County Community College District

Q11

Years of Service on Local Board

4 years

Q12

Offices and Committee Memberships on Local Board

President, Vice President, Clerk, of the Board

- Board Policy Committee Member
- Board Legislative Committee Member
- Representative to the Orange County Community College Legislative Task Force
- Irvine Valley College Foundation Board Representative
- Orange County School Board Association – Community College Representative

Q13

CCCT and other organizations' boards, committees, workshop presenter, Chancellor’s Committees, etc.

- California Community College Women’s Caucus
- CCLC Effective Trustee Program (ETP) graduate

Q14

ACCT and other organizations, boards, committees, etc.

- ACCT Public Policy and Advocacy Committee
- ACCT Member Communication and Education Committee

Q15

Civic engagement and community service related volunteer work

- Ten year speaking on underachieving gifted children.
- KQED TV San Francisco – Intellectual property
- Co-author, Seven Characters of Abuse
- Co-author, From Fright to Might: A Handbook for Public Speaking
- Author/speaker, Privacy in Academe
- Author/speaker, Domestic Partnerships
- Author/Speaker, CCA History Project
- School Watch – column in Irvine Community News and Views

Educator/Administrator:

- Community College Professor, Mt. San Antonio College. Teacher of the Year (2008)
- Communication Department Chairperson
- Director of Honors (Largest community college program in California)
- Advisor Phi Theta Kappa (International academic honorary society for two-year colleges)
- Director of Forensics (Coach of National Community College Championship team)
- Elementary school and High school teacher
- Elected Leadership Positions:
- South Orange County Community College District, Trustee, Area 1
- Village Park Homeowners Association, President
- Pacific Southwest Collegiate Forensics Association, President
- California Community College Forensics Association, Secretary/Treasurer
- Southern California Debate League, President
- Academic Senate, Mt. San Antonio College, Secretary
- Honors Transfer Council of California , President,
- Community College Association, President
- CCA Leadership Academy, Founder and Chair
- District Advisory Forum, Irvine Unified School District, President,
- Community Advisory Committee Gifted and Talented Education, Chair
- Irvine Education Foundation, Founding board member and Secretary/Treasurer

Community service:

- City of Irvine Volunteer
- Childcare Committee (political appointee)
- City of Irvine Children Youth Families Advisory Committee, Chair
- City of Irvine Senior Citizens Council, Chair
- OC Senior Citizens Advisory Council, Housing & Transportation Committee Chair
- Exchange Club of Irvine (President)
- University Exchange Club, Irvine, Charter member and President-Elect
- Crime Survivors, Board member
- YWCA Trailblazers of Orange County, President
- International, national, and state awards:
- Phi Theta Kappa Paragon Advisor Award (international honorary society)
- Phi Rho Pi Service Award (national forensics society)
- California Community College Forensics Association Service Award
- CTA WHO award for Higher Education

Q16

Enter any remaining activities or information here

Presentations given in the community (Not an exhaustive list)

- Keynote Speaker – VA Hospital Women Equality Day “Women’s Leadership in the 90’s”
- Keynote Speaker – Saddleback Women’s Conference
- Keynote Speaker Saddleback College – Women’s Health Issues
- Women on the Move – How to get Elected.
- Society for Retired Teachers – Master Plan for Higher Education, Development of Future Leaders, our Emeritus Institute
- Kiwanis Clubs – Saddleback College success stories
- Rotary Clubs Leadership into the Next Millennium
- Laguna Woods Sunday Discussion Club - California’s Economy: Challenges and Opportunities
- Academicians of Laguna Woods: The Future of the California Community Colleges
- Laguna Woods College Club -Demographics of Orange County – Important Trends
- Saddleback Hospital Women’s Auxiliary - Educational Trends Scholarships, Sustaining our College Students
- American Women’s ORT: STEM &-Cutting-Edge Technology at our Community Colleges
- Business and Professional Women: Running a Winning Campaign
- Board and Commissions Project & The Political Woman Seminar – California Elected Women’s Association for Education and Research
- AAUW several branches: Our Emeritus Institute Advantages of Lifelong Learning
- Brandeis Women’s Club Our Emeritus Institute
- Hadassah – Our Local Community Colleges Value and excellence
- Irvine Valley College Professional Development Week Presentation – “The Importance of Communication and Cultural Exchange for Students”
- Camino Real Playhouse – Several Standup Comedy Performances to large audiences
- Retirement Speeches – given at a number of retiring staff members retirement parties at our colleges.

Awards Received

- Marion Bergeson Award, Orange County School Board Association (2017)
  - Presented annually to an outstanding governing board member.
- Above and Beyond Award Angel Light Academy’s Leadership Training Institute (2019)
- Named Gift Honoree, AAUW (2X)
- Dani Award – ORT Women America
- Woman of the Year; Saddleback Valley Business and Professional Women
- Family of the Year; J. Family Services (JFS) Orange County
- Suffrage Day Honoree, Women For Orange County Suffrage Day (2017)
- Who’s Who California, Asia & Pacific Nations, Professional & Executive Women.
- Two-Thousand Notable American Women
- Athena Award – Southern Orange County Alumnae Panhellenic

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC

DATE: March 13, 2025

SUBJECT: Consideration of Approval to Endorse Nomination of 2025 Classified Employee of the Year Award

RECOMMENDATION

It is recommended that the Board of Trustees endorse the nomination of 2025 Classified Employee of the Year from Crafton Hills College.

OVERVIEW

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the Vision for Success and equitable student outcomes. Nominations are made by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the CCC Board of Governors, Consultation Council, and the Chancellor's Office. The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient receives a $500 cash award and a commemorative plaque.

ANALYSIS

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009, to honor community college classified employees who demonstrate the highest level of commitment to high standards of job performance and serving the institution's diverse student population. Nominees reveal outstanding leadership performance beyond the local institution through active participation and service in local, state, and/or national activities.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

No impact to the budget.

California Community Colleges Classified Employee of the Year Awards Program Nomination Form

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to Vision 2030 and equitable student outcomes. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by April 11, 2025. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 20, 2025 Board of Governors meeting in Sacramento, California. Classified employees with a minimum service of five years as a permanent employee within the nominating community college district (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: Vision 2030 and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

Nominees Name: Rebecca Abeyta Date: 2/20/25

Administrative Assistant
Nominee's Job Title

11711 Sand Canyon Road, Yucaipa, CA 92399 909-389-3200
Nominee Address, City, Zip Code Telephone

San Bernardino Community College District/Crafon Hills College
Community College District

550 E Hospitality Ln Suite 200, San Bernardino, CA 92408
Address, City, Zip Code

Dr. Diana Rodriguez/Dr. Kevin Horan (909) 388-6900
Name of District Chancellor/College President Telephone

Disqualification warning: It is the responsibility of the nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, on the CORRECT form, and NO alterations have occurred.

California Community Colleges Classified Employee of the Year Awards
Program Nomination Form

Signature Required.

Signature of Nominator	(Print Name)	Telephone Number
	Jimmy Grabow	909-389-3200

11711 Sand Canyon Road, Yucaipa, CA 92399
Mailing Address, City, Zip Code

INITIAL NOMINATION MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee Rebecca Abyeta

10 **Years of service** with the district ***NOTE:** employees with a minimum of five years of service as a permanent employee within the nominating community college district (full-time or part-time) are eligible for the award.

1. **Describe how the nominee demonstrates a commitment to Vision 2030 and equitable student outcomes?** Please provide examples of the employee's demonstrated commitment.

Rebecca is a dedicated student advocate whose commitment to Vision 2030 and equitable outcomes is evident in her unwavering support for student success. She plays a critical role in ensuring students are connected with counselors who can help them achieve their educational goals.

Rebecca consistently provides valuable feedback to the college, identifying and addressing unintended barriers that may impact students' experiences. She takes the initiative to collects data that heps the Counseling Deparment analyze disaggregated data for the, ensuring that equity gaps in transfer rates, degree completion, and access to support services are actively addressed.

As a pillar of the institution, Rebecca's leadership spans the entire student journey—from helping Dual Enrollment students get coonected to the College to ensuring accurate degree completion reports. Her proactive approach and dedication to removing barriers make a profound impact on students' success, truly embodying the mission of equity and access in higher education.

2. **Describe the nominees' commitment to high standards of job performance and ways the classified employee exemplifies professionalism.** Factors to be considered may include: competence and knowledge on the job to serve a diverse student population; leadership role in employee/management collaboration; promotes collaboration within the work environment; commitment to high standards of performance and professionalism.

Without Rebecca, our Counseling Office would not be as strong and high functioning. Rebecca consistently finds new ways to better serve our students and ensures that students are not turned away from the Counseling Office. She goes above and beyond on a daily basis to ensure her student worker staff and counselors have everything they need to be successful. Rebecca and her staff are usually the first personal interaction that students have upon entering CHC, knowing this, she provides outstanding service to ensure that all students voices and concerns are met. Unofficially, she acts as the colleges "triage" center in directing students what they need to do to and supports they are eligible for at Crafton. Rebecca is also the definition of team player. For example, at the beginning of the Spring semester when we needed to transition to remote services, Rebecca came in during her vacation to ensure all counseling services were operating at optimal levels. As a faculty chair, I rely on Rebecca's expertise of student traffic flows to ensure we have adequate counselor coverage. She is also heavily involved in on-boarding and doing initial training for new counselors. In short, Rebecca is a leader in our counseling office. Rebecca also serves on Classified Senate and even found time to graduate from CHC and is currently pursuing her bachelors degree in leadership studies at Cal Poly Humboldt.

3. **Provide examples of how the nominee demonstrates a commitment to serving the institution's diverse student population through participation in college, professional and/or community activities.** Factors to be considered may include: involvement in college and/or district activities; organizes others within the work environment; promotes open communication among work groups; willingness to take the extra step.

As previously stated, Rebecca is involved in Classified Senate as well as Student Services Council. She also is heavily involved in most Student Service events and works with other individuals such as Lily, Willy, Tesha, and Vicky on organization, logistics, and execution of these events. Rebecca has also made it a priority to ensure our counseling center is welcoming for students. This comes in the form of decorating, ensuring snacks are available for students, troubleshooting with students and of course, winning the student services decorating contest three years in a row (nice). Rebecca's work ethic is extremely high (her IG account name is "Miss workaholic"). She is usually the first one in the office and the last to leave. She takes a great deal of pride in being a part of the CHC family.

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Rebecca is a dedicated leader both in her family and community. As a mother of four and grandmother of two, she is the foundation of her family, always stepping up to support their needs with unwavering dedication. Her leadership extends beyond her home—she actively serves her community through volunteer work, outreach, and campus engagement.

Rebecca has a unique talent for bringing people together and fostering a culture of appreciation. She thoughtfully creates floral arrangements as a way to recognize and celebrate the hard work of others, spreading joy through her creativity. On campus, she has taken initiative in organizing events that celebrate student success, faculty achievements, and special occasions, ensuring a strong sense of community.

Beyond campus, Rebecca leads by example through her involvement in church outreach programs, local parades, food giveaways, and other charitable events. Her commitment to service and her ability to uplift those around her make her an invaluable asset to any team. Rebecca's compassionate leadership, generosity, and dedication to making a difference truly set her apart.

5. **Briefly provide any additional reason(s) this nominee should be selected as a 2025 Classified Employee of the Year.**

Rebecca is a proud product of the California Community College system, earning her Associate Degree in May 2024 as a dedicated re-entry student. Her perseverance and deep appreciation for education inspire those around her, as she truly believes in the transformative power of learning and community.

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEES FROM THEIR DISTRICT IN DIGITAL OR HARD COPY POSTMARKED BY April 11, 2025 TO:

INFO@CCCCO.EDU
SUBJECT: 2025 CLASSIFIED EMPLOYEE OF THE YEAR AWARDS

TO MAIL A HARD COPY, SEND MATERIALS TO:
California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, Suite 4400
Sacramento, CA 95811

*Note: The signature below certified that the nominee has been endorsed by the local Board of Trustees

_____

Signature of Board of Trustees President (Print Name)

San Bernardino Community College District

Name of Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2025-2026 College Catalog.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

None.

COURSE MODIFICATION

COURSE ID	COURSE TITLE
SOC 130	Marriage, Family, and Intimate Relationships
REQUISITES:	Departmental Recommendation: Successful completion of SOC 100 or SOC 100H ENGL C1001 Eligibility
STUDENT LEARNING OUTCOMES:	NEW
RATIONALE:	Six-year revision
EQUATE:	Course currently equates with SOC 130 at SBVC
EFFECTIVE:	Fall 2025

NEW COURSE

COURSE ID	COURSE TITLE
CIS/N 900	Computers Made Easy
DISCIPLINE:	Computer Information Systems
DEPARTMENT:	Computer and Information Sciences
CATALOG DESCRIPTION:	A basic, non-technical, entry-level course providing the student with an overview of the components of a personal computer, peripheral devices, and software applications. This course is for students who are not familiar with the uses of a personal computer and its applications. Topics will include basic introduction to personal computer hardware, software, digital pictures and the Internet. Hands-on use of the personal computer.
SCHEDULE DESCRIPTION:	Development of basic, entry-level personal computer skills using an extensive hands-on approach.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	0 - NON CREDIT
CONTACT HOURS:	48-54
RATIONALE:	Based on instructor classroom observation and requests from students it has become clear that many students, especially re-entry students, do not have the basic personal computer (PC) skills required to be successful in the CIS 101 Introduction to Computers and Information Technology course. This course fulfills that need by emphasizing computing at a non-technical, beginning level.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Summer 2025

COURSE ID	COURSE TITLE
KIN/N 950	Basics of Personal Training
DISCIPLINE:	Short Term Vocational Noncredit (KIN/N)
DEPARTMENT:	Kinesiology and Health Education
CATALOG DESCRIPTION:	Understanding the scientific basis for assessing physical conditioning, fitness, and strength development. Acquisition of the skills and techniques necessary for designing and evaluating fitness programs for specific applications. Students will show a valid American Red Cross or American Heart Association CPR certification to complete the course.
SCHEDULE DESCRIPTION:	Understanding the scientific basis for assessing physical conditioning, fitness, and strength development. Acquisition of the skills and techniques necessary for designing and evaluating fitness programs and overview of certifying exams.
STUDENT LEARNING OUTCOMES:	New
UNITS: CONTACT HOURS:	0-Noncredit 27
RATIONALE:	Offering a personal training course would benefit students interested in immediate employment and those pursuing further education. As a practical and accessible entry point, this course could prepare students for nationally recognized certifications from organizations such as ACSM, enhancing their employability and professional qualifications. Students would develop essential skills transferable across various health and fitness careers by building a foundational understanding of exercise science, fitness assessments, program design, and client management. A personal training course aligns with Crafton Hills Community College's commitment to lifelong learning and serving community needs. Many students and community members are interested in improving their health but may lack the knowledge or resources. By training a new generation of fitness professionals, the college would contribute to the health and wellness of the local community. Additionally, the course could inspire interest in related fields such as sports medicine, physical therapy, and health education, supporting broader career pathways.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Summer 2025

COURSE ID	COURSE TITLE
KIN/N 960	Exercise Physiology
DISCIPLINE:	Short Term Vocational Noncredit (KIN/N)
DEPARTMENT:	Kinesiology and Health Education

CATALOG DESCRIPTION:	Exercise physiology, the study of human physical performance, draws its research base from applied exercise physiology, sports medicine, metabolism, and nutrition. This course provides the foundational information essential to a thorough understanding of the effects of exercise on human physiology in Sports Medicine and Exercise Science. This course explores the fundamentals of exercise, the impact of exercise training on performance and health, and the significance of sports-related nutrition/fueling for sport. This course emphasizes the roles of the body systems, with exposure to the cardiovascular, respiratory, endocrine, nervous, and musculoskeletal systems during exercise.
SCHEDULE DESCRIPTION:	Exercise physiology, the study of human physical performance, draws its research base from applied exercise physiology, sports medicine, metabolism, and nutrition. This course provides the foundational information essential to a thorough understanding of the effects of exercise on human physiology in Sports Medicine and Exercise Science. This course explores the fundamentals of exercise, the impact of exercise training on performance and health, and the significance of sports-related nutrition/fueling for sport. This course emphasizes the roles of the body systems, with exposure to the cardiovascular, respiratory, endocrine, nervous, and musculoskeletal systems during exercise.
STUDENT LEARNING OUTCOMES:	New
UNITS: CONTACT HOURS:	0-Noncredit 27-54
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Summer 2025

NEW COURSE - CORRECTION

COURSE ID	COURSE TITLE
HEALTH 116	Women’s Health
CONTACT HOURS:	48-54
RATIONALE:	Originally sent to board 01/09/25 with contact hours of 144-162
EFFECTIVE:	Fall 2026

DISTANT EDUCATION

COURSE ID:	ART 113	Fully Online / Partially Online
COURSE TITLE:	Survey of Asian Art	
RATIONALE:	Altered values for methods of evaluation	
EFFECTIVE:	Summer 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	CD 182	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Diversity & Child Development	
RATIONALE:	To prepare future students to successfully work in early learning environments with students, families, and colleagues in a diverse society. To meet the Diversity class requirement of the Core 24 Child Development units recommended by CCCECE Curriculum alignment project. The course is required for an AA degree in Child Development. Transfers to CSU.	
EFFECTIVE:	Summer 2025	
EQUATE:	Course equates with CD 138 at SBVC	

COURSE ID:	CD 212	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Observation and Assessment in Early Childhood Education	
RATIONALE:	CD 212 is designed to introduce current practices and standards for observation and assessment used in the field of early childhood education. It satisfies part of the educational and training requirements for Child Development majors. This course is transferable to CSU and is degree applicable.	
EFFECTIVE:	Summer 2025	
EQUATE:	Course equates with CD 111 at SBVC	

COURSE ID:	CD 250	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Guidance of Young Children	
RATIONALE:	Appropriate and effective guidance in early childhood settings is a vital area of knowledge for early childhood educators. This course is a prerequisite for the Practicum class. This course transfers to CSU and is degree applicable.	
EFFECTIVE:	Summer 2025	
EQUATE:	Course equates with CD 127 at SBVC	

COURSE ID:	KIN/N 950	FULLY ONLINE/PARTIALLY ONLINE/OPA
COURSE TITLE:	Basics of Personal Training	
RATIONALE:	Offering a personal training course would benefit students interested in immediate employment and those pursuing further education. As a practical and accessible entry point, this course could prepare students for nationally recognized certifications from organizations such as ACSM, enhancing their employability and professional qualifications. Students would develop essential skills transferable across various health and fitness careers by building a foundational understanding of exercise science, fitness assessments, program design, and client management. A personal training course aligns with Crafton Hills Community College's commitment to lifelong learning and serving community needs. Many students and community members are interested in improving their health but may lack the knowledge or resources. By training a new generation of fitness professionals, the college would contribute to the health and wellness of the local community. Additionally, the course could inspire interest in related fields such as sports medicine, physical therapy, and health education, supporting broader career pathways.	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	KIN/N 960	PARTIALLY ONLINE
COURSE TITLE:	Exercise Physiology	
RATIONALE:	This exercise physiology course at Crafton Hills College will be part of the non-credit personal training program to address the growing public interest in health and fitness. Those interested in becoming qualified personal trainers need a solid understanding of exercise physiology to design safe and effective fitness programs tailored to individual needs and pass the ACSM personal trainer certificate exam.	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	SOC 130	FULLY ONLINE/PARTIALLY ONLINE/OPA
COURSE TITLE:	Marriage, Family, and Intimate Relationships	
RATIONALE:	Six-year revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Course currently equates with SOC 130 at SBVC	

NEW PROGRAMS

Transitional Kindergarten (TK) Teacher- Certificate of Achievement

Required courses 24.0

CD 105
Child Growth and Development 3.0

CD 132
Introduction to Curriculum 3.0

CD 133
STEM for Young Children 3.0

CD 137
Play and Materials in Early Learning 3.0

CD 134
Language and Listening, Literacy and Literature for Children 3.0

CD 182
Diversity & Child Development 3.0

CD 212
Observation and Assessment in Early Childhood Education 3.0

CD 250
Guidance of Young Children 3.0

Total: 24.0

Program Level Outcomes

Identify characteristics of development during the preschool years as they relate to growth and learning in math, science, literacy, emotions, and social interaction.
Utilize early childhood observation and assessment tools.
Create and implement developmentally appropriate learning environments in Transitional Kindergarten (TK) classrooms.

Program Goals and Objectives

Prepare credentialed elementary school teachers to effectively work with preschool aged children in a Transitional Kindergarten classroom.

Rationale
Education Code section 48000(g) requires credentialed teachers who are first assigned to a TK classroom after July 1, 2015, to have 24 CD units or a CD Teacher Permit issued by the Commission on Teacher Credentialing by August 1, 2023. This certificate will provide the 24 units.

Catalog Description
The TK Certificate prepares elementary school teachers to create and implement developmentally appropriate environments and curriculum for preschool aged children in Transitional Kindergarten (TK) classrooms.

Effective: Fall 2025

NEW PROGRAMS

Personal Trainer – Certificate of Completion- Noncredit

KIN/N 950
Basics of Personal Training
27.0

KIN/N 960
Exercise Physiology
27.0

HSE/N 600
First Aid/CPR/AED For Non-Medical Professionals
6.0

Provides instruction on emergency care and treatment of illness and injuries including training in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students who successfully pass all CPR and AED requirements will receive a CPR/AED Certificate. Only those not certified or need to renew by the time they are eligible to take the ACSM exam need to take this class.

Total Hours: 60.0-114.0

Program Level Outcomes
Prepare the student for the ACSM's Certified Personal Trainer certification exam.
Study of body systems affected by exercise and functions of systems during exercise; effects of age, gender, body type, and nutrition on capacity for exercise techniques of assessing physical work capacity.
Modify an exercise program safely based on client physical and laboratory biomarkers.
Utilize ACSM guidelines in order to justify risk stratification, choose and administer appropriate and safe exercise testing, and prescribe safe exercise programs based on laboratory and physical findings for varying patient populations and fitness levels.

Program Goals and Objectives

Develop clinical decision-making skills, including clinical reasoning and clinical judgment in physical fitness and wellness.

Measure and explain the health benefits of exercise; explain the role nutrition plays in relation to exercise performance, energy system utilization, and overall health outcomes; demonstrate competence in the area of exercise physiology by being able to sit for the ACSM Certified Personal Trainer exam.

Determine the need for referral to another healthcare professional.

Assess by demonstrating how to evaluate and interpret various test results for the following components of an exercise program: musculoskeletal strength, musculoskeletal endurance, flexibility, cardiovascular fitness, and body composition.

Synthesize data from the testing procedures and establish a differential diagnosis from which a plan of care is determined.

Develop an exercise prescription based on test findings and consultation with the patient/client and classmates, particularly those with special needs.

Define and develop achievable patient goals and outcomes based on the principles of exercise physiology; monitor and adjust the care plan in response to patient status.

Assess individuals' health needs, including screening, prevention, and wellness programs appropriate for a certified health fitness specialist; promote optimal health by providing consultative services on wellness, disease, impairment, functional limitations, disability, and health risks related to age, gender, culture, and lifestyle.

Rationale
Fitness is a billion-dollar industry, and the public's interest and participation in fitness activities is growing daily, particularly in California. Opportunities for qualified fitness trainers are plentiful in fitness centers, community health, wellness institutions and spas. This program will prepare students to become fitness instructors, exercise testing technicians, strength coaches, and ASCM personal trainers. The personal trainer certificate is designed to prepare students to enter the job market as certified personal trainers. The certificate will utilize information from the National Strength and Conditioning Association and the American College of Sports Medicine with the goal of students being eligible to take and pass the national certification examination for personal training.

Catalog Description
Prepare for a career in the health and fitness industry as a personal trainer. The program teaches the scientific principles of exercise and physical conditioning, techniques for measuring human performance, methods for establishing healthy nutritional patterns and developing a strong

understanding for the business aspects of personal training, effective practices, professional ethics, marketing, record keeping and communication.

Effective: Summer 2025

NEW PROGRAM - CORRECTION

Associate in Science for Transfer in Public Health - AS-T

Required Courses	
	14.0
HEALTH 102 Introduction to Health and Wellness	
	3.0
HEALTH 104 Introduction to Public Health	
	3.0
BIOL 100 General Biology	
	4.0
STAT 110 Introduction to Statistics	
	4.0
OR MATH 110H Introduction to Probability and Statistics-Honors	
	4.0
OR PSYC 120 Statistics for the Social and Behavioral Sciences	
	4.0
List A	
	4.0-8.0
Select one of the following ANAT 150 Human Anatomy and Physiology I	
	4.0
AND ANAT 151 Human Anatomy and Physiology II	
	4.0
CHEM 101 Introduction to Chemistry	
	4.0

CHEM 150 General Chemistry I	5.0
MICRO 102 Introductory Microbiology	4.0
MICRO 150 Medical Microbiology	5.0
List B	3.0
Select one of the following	
PSYC 100 General Psychology	3.0
OR	
PSYC 100H General Psychology - Honors	3.0
SOC 105 Social Problems	3.0
List C	3.0
Select one of the following	
GEOG 175 Introduction to Geographic Information Systems	3.0
PSYC 118 Human Sexual Behavior	3.0
	Total: 24.0-28.0

RATIONALE: Originally sent to board on 11/14/24, total units listed were 33-35
EFFECTIVE: **Spring 2025**

NEW PROGRAM - CORRECTION

Phlebotomy Technician Certificate of Completion - Certificate of Completion

CNA/N 651
Phlebotomy Technician I Clinical
40.0

CNA/N 650
Phlebotomy Technician I Theory
48.0

Total Hours: 88.0

Rationale

Rationale: Hours on CNA/N-650 were accidently inverted to 84. COR has been updated with corrected hours of 48 and program total updated to reflect this correction. Originally submitted to board on 01/09/25.

Effective: Spring 2025

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

ANALYSIS

All requirements for employment processing will be completed prior to the contract start date. No individual will be offered a contract until Human Resources has cleared the individuals for employment.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2024-2025 budgets.

Adjunct and Substitute Academic Employees

Presented for Information March 13, 2025

[v.2.19.2025.p.2|2]

2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Beltz, Naomi	CHC	Emergency Medical Services	Emergency Medical Technologies
Bogh, Debbie	CHC	Counseling	Counseling
Davis, Destiny	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Fingerle, Ryan	CHC	English	English
Holland, Samantha	CHC	Emergency Medical Services	Emergency Medical Technologies
Navarette, Belinda	CHC	Counseling	Counseling
Saikali, Rita	CHC	Business Administration	Business
Sosa, Sara	CHC	Counseling	Counseling
Sternard, Evan	CHC	Counseling	Counseling
Trang, Shawn	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Vasquez, Eduardo	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.

Appointment of District Employees

Submitted for Board Approval March 13, 2025

[v.2.25.2025.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Madrigal, Andrea Payroll Technician DSO Payroll	03/17/25	Classified 39A	New	General Fund	TBD†
Maier, Kristy Grant Technician DSO Government Relations & Strategic Communications	03/17/25	Classified 34A	New	Healthcare Pathways Fund	TBD†

†Live Scan clearance pending; employee will not start without clearance.
*Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Contracts for Tenure Track Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees as indicated on the attached.

OVERVIEW

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

ANALYSIS

The employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Contracts for Tenure Track Academic Employees

Submitted for Board Approval March 13, 2025

[v.2.19.2025.p.2|2]

Second Year Probationary Status

The following first-year contract employees have been recommended to receive second year probationary status (1st to 2nd):

Employee Name	Site	Division
Hart, Danae	CHC	Social, Information and Natural Sciences
Sevilla, Valerie	CHC	Career Education and Human Development
Aycock, Monique	SBVC	Student Services
Bautista, Rui	SBVC	Mathematics, Business & Computer Technology
Gordon, Jessica	SBVC	Arts and Humanities
Jaime, Jazmin	SBVC	Applied Technology
Khokher, Parul	SBVC	Social Science
Perez, Ebony	SBVC	Mathematics, Business & Computer Technology
Qader, Amanda	SBVC	Mathematics, Business & Computer Technology
Sepulveda, Marissa	SBVC	Science
Vazquez Valdez, Oscar	SBVC	Science
Woodland, Sydnee	SBVC	Mathematics, Business & Computer Technology

Two-Year Probationary Contract for Years Three & Four

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2nd to 4th).

Employee Name	Site	Division
Gaddy, Duran	CHC	Career Education and Human Development
Jaco, Herberth "Alex"	CHC	Student Services
Thronson, Glen	CHC	Career Education and Human Development
Colbert, Timothy	SBVC	Arts and Humanities
Gergis, Nader	SBVC	Arts and Humanities
Gonzalez, Francisco	SBVC	Applied Technology
Hassanzadah, Mezhgan	SBVC	Science
Navarro, Jesus	SBVC	Science
Ontiveros, Doris	SBVC	Science
Romero, Melissa	SBVC	Science
Sanchez, Irene	SBVC	Social Science

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Employee Transfers

RECOMMENDATION

It is recommended that the Board of Trustees approve the transfer of District employees as indicated on the attached list.

OVERVIEW

The transfer of employees on the attached list is submitted for approval.

ANALYSIS

These employees have gone through the recruitment process and are being recommended for these positions.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these transfers is included in the appropriate 2024-2025 budgets.

Employee Transfers

Submitted for Board Approval March 13, 2025

[v.2.24.2025.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Esparza Gastelum, Maria	SBVC Cafeteria **Food Service Worker** Classified Schedule Range 20, Step C 10-month employee	Select Cafeteria **Food Service Worker** Classified Schedule Range 20, Step C 11-month employee	Tanya Gomez	Cafeteria General Fund	03/14/25
Trussell, Krystal	DSO Accounts Payable **Account Technician** Classified Schedule Range 34, Step C	DSO Accounting **Account Technician** Classified Schedule Range 34, Step C	New	General Fund	03/14/25

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Dr. Diana Z. Rodriguez, Chancellor
PREPARED BY:	Dr. Kevin Horan, President, CHC Dr. Gilbert Contreras President, SBVC Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration
DATE:	March 13, 2025
SUBJECT:	Consideration of Approval to Grant Tenure

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for the academic employees on the attached list.

OVERVIEW

The campus Tenure Review Committees are recommending approval of tenure to faculty members per the attached list.

ANALYSIS

Each academic employee has received four fully satisfactory evaluations per Article 16, Evaluation Procedure, Section F. 7. of the CTA Agreement.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There is no financial implication with this board item.

Approval to Grant Tenure

Submitted for Board Approval March 13, 2025

[v.2.19.2025.p.2|2]

Employee Name	Site	Division
Ferrari, Edward	CHC	Languages, Arts and Academic Support
Lopez, Natalie	CHC	Languages, Arts and Academic Support
Toyooka-Smith, Yuki	CHC	Languages, Arts and Academic Support
Zein, George "Butch"	CHC	Languages, Arts and Academic Support
Andersen, Leif	SBVC	Science
Berry, Thomas	SBVC	Arts & Humanities
Foscolos, Espree	SBVC	Science
Ghazaleh, Rema	SBVC	Science
Gomez, Fernando	SBVC	Science
Jackson, Michelle	SBVC	Science
Lechuga, Thomas	SBVC	Science
Kappattil, Reshmi	SBVC	Science
Shea, Edward	SBVC	Arts & Humanities
Vogel, Angela	SBVC	Science
Zarate, Rangel	SBVC	Arts & Humanities

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2023, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved April 11, 2024.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 13, 2025

[v.2.25.2025.p.1|4]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Bogh, Debbie Student Equity and Achievement	CHC	01/02/25	05/23/25	$70.84	35	$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in Counseling. *Ratification: Additional counseling needed after prior board deadline.*
Brighton, Breanna Student Equity General Fund	CHC	01/14/25	01/14/25	$57.89	3	$173.67	Equity Minded Teaching Session *Ratification: Information not received in time.*
Delmonico, Shana California College Promise	CHC	01/14/25	05/23/25	$70.84	300	$21,252.00	Adjunct Counselor provide Dual Enrollment counseling *Amendment: Hours on contract were increased from 250 hours to 300 hours due to only having one counselor at REV site. Submitted to 01-09-25 board.*
Diep, Matthew General Library	CHC	01/21/25	05/22/25	$66.34	150	$9,951.00	Adjunct Librarian *Amendment: Increase in pay step missed in previous approval.*
Ferrari, Ed Student Equity General Fund	CHC	01/14/25	01/14/25	$57.89	3	$173.67	Equity Minded Teaching Session *Ratification: Information not received in time.*
Gaddy, Duran Strong Workforce	CHC	01/01/25	05/31/25	$57.89	100	$5,789.00	Curriculum Development for the U.S. Green Building Council Grant *Ratification: Information not received in time.*
Hart, Danae Student Equity and Achievement Categorical Fund	CHC	01/13/25	01/13/25	$57.89	3	$173.67	USC Race & Equity Training *Ratification: Hours were missed or increased.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 13, 2025

[v.2.25.2025.p.2|4]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Hughes, Richard Student Equity and Achievement Categorical Fund	CHC	01/13/25	01/13/25	$57.89	3	$173.67	USC Race & Equity Training *Ratification: Hours were missed or increased.*
Montes, Ashley General Library	CHC	01/21/25	05/22/25	$68.59	323	$22,154.57	Adjunct Librarian *Ratification: Increase hours for library reference coverage*
Navarette, Belinda Student Equity and Achievement	CHC	03/15/25	05/23/25	$66.34	35	$2,321.90	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in Counseling.
Peyton, Allison General Library	CHC	01/21/25	05/22/25	$70.84	323	$22,881.32	Adjunct Librarian *Ratification: Increase hours for library reference coverage*
Robertson, Jillian MESA Funds	CHC	01/21/25	05/22/25	$57.89	34	$1,968.26	STEM Center Faculty *Ratification: Hours were missed or increased*
Sosa, Sara Student Equity and Achievement	CHC	03/15/25	05/23/25	$70.84	35	$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in Counseling.
Tait, Bradley CHC-CCC Equitable Placement Grant	CHC	01/21/25	05/22/25	$57.89	34	$1,968.26	Shadowing Danelle Bell - Math 110 *Ratification: Hours were missed or increased*
Arnold, Anita Instruction Office-General Fund	SBVC	02/14/25	06/30/25	$57.89	68	$3,936.52	Nursing Curriculum Development *Ratification: The NURS 161 curriculum is in need of revision, and faculty need time and compensation to devote to this project.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 13, 2025

[v.2.25.2025.p.3|4]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
LeFay, Jenna Equal Employment Opportunity Grant Fund	SBVC	01/15/25	01/15/25	$57.89	8.5	$492.07	Recruitment: Head Football Coach *Ratification: Paperwork submitted after prior board deadline.*
Limas, Joanna Middle College Grant Fund	SBVC	03/13/25	06/30/25	$61.84	246	$15,212.64	Adjunct Counselor -Middle College Program
Ontiveros, Doris Instruction Office-General Fund	SBVC	02/14/25	06/30/25	$57.89	100	$5,789.00	Pharm Tech Program Director *Ratification: The Pharmacy Technician Program Director must work on program structure and data.*
Ramirez, Jessica L. Tutoring Center General Fund	SBVC	03/13/25	05/22/25	$57.89	360	$20,840.40	Tutoring Center Adjunct
Sogomonian, Nori Bilingual Competency Exam Proctor	SBVC	03/26/25	03/28/25	$57.89	14	$810.46	
Solorio, Carlos SSSP Categorical	SBVC	01/02/25	05/23/25	$70.84	422	$29,894.48	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*
Solorio, Carlos SSSP Categorical	SBVC	05/27/25	06/30/25	$70.84	120	$8,500.80	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 13, 2025

[v.2.25.2025.p.4|4]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Urell, Mary CalWORKs	SBVC	01/02/25	05/23/25	$70.84	422	$29,894.48	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*
Urell, Mary CalWORKs	SBVC	05/27/25	06/30/25	$70.84	120	$8,500.80	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*
Valdez, Maria Instruction Office-General Fund	SBVC	02/14/25	06/30/25	$57.89	80	$4,631.20	Psych Tech Program Director *Ratification: The Psych Technician Program must have a Director to meet board requirements and maintain program standards.*
Valdez-Flynn, Veronica SSSP Categorical	SBVC	01/02/25	05/23/25	$70.84	422	$29,894.48	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*
Valdez-Flynn, Veronica SSSP Categorical	SBVC	05/27/25	06/30/25	$70.84	120	$8,500.80	Adjunct Counseling *Amendment: This item is being amended due to incorrect hours listed for the pay periods. Board approved on 11/14/2024.*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2024-2025 budgets.

Payment of Stipends

Submitted for Board Approval March 13, 2025

[v.3.5.2025.p.2|5]

Faculty Chair 01/01/25 – 06/30/25

**Amendment: Chair stipend amount adjusted from amount approved at June 2024 Board meeting.*
***Ratification: Employees appointed Faculty Chair after the prior month's Board submission deadline.*

Employee Name	Location Assignment	Department	Stipend
Brighton, Breanna* (co-chair)	CHC	Communication and Language	$1,750.00
Hogrefe, Richard (co-chair)**	CHC	Communication and Language	$1,750.00

Faculty Chair 01/01/25 – 06/30/25

Amendment: Chair stipend amount adjusted from amount approved at July 2024 Board meeting.

Employee Name	Location Assignment	Department	Stipend
Henkle, Lisa	SBVC	Political Science	$3,500.00

Faculty Chair 01/21/25 – 06/30/25

Ratification: Employee appointed Faculty Chair after the prior month's Board submission deadline.

Employee Name	Location Assignment	Department	Stipend
Jefferson, Kimberly	SBVC	Political Science	$3,500.00

Assistant Coach 08/14/24 – 12/31/24

Ratification: Hours were missed or increased by department and receveid after prior month's board submission deadline. Women's Cross Country went to State Championships on 11/18/2024. Per his contract he is paid a $1,800.00 playoff stipend for making it to State Championships.

Employee Name	Location Assignment	Department	Stipend
Estrada, Joshua	CHC	Women's Cross Country	$1,800.00

Assistant Coach 01/09/25 – 06/30/25

Amendment: Correct legal name of Assistant Coach from January 2024 Board meeting submission.

Employee Name	Location Assignment	Department	Stipend
Macdonald, John Patrick	SBVC	Baseball	$4,000.00

Payment of Stipends

Submitted for Board Approval March 13, 2025

[v.3.5.2025.p.3|5]

Assistant Coach 03/14/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Gardner, Keenan	SBVC	Football	$5,000.00
Guy-Williams I, Giles	SBVC	Football	$5,000.00
McGee, Kellie	SBVC	Softball	$5,000.00
Paredez, John	SBVC	Football	$5,000.00
Tripp, Paul	SBVC	Football	$5,000.00
Williams, Jerret	SBVC	Football	$5,000.00

Other 08/12/24 – 12/17/24
Zero Textbook Cost work for respective Business & Economics program class.
Ratification: Hours were missed or increased by department.

Employee Name	Location Assignment	Department	Stipend
Alderson, Kristin	CHC	Business & Economics (BUSAD-100	$500.00

Other 08/12/24 – 12/17/24
Large lecture stipend for respective Physical and Biological Sciences program classes.
Ratification: Hours were missed or increased by department.

Employee Name	Location Assignment	Department	Stipend
Blanco, Glenn	CHC	Physical and Biological Sciences (ANAT-150-01)	$1,125.00
Blanco, Glenn	CHC	Physical and Biological Sciences (ANAT-150-65)	$525.00
Blanco, Glenn	CHC	Physical and Biological Sciences (BIOL-100-15)	$525.00
Kunkel, Cory	CHC	Physical and Biological Sciences (BIOL-130-60)	$525.00
Pacheco, Gabriel	CHC	Physical and Biological Sciences (ANAT-101-35)	$525.00
Ta, Canh	CHC	Physical and Biological Sciences (ANAT-151-60)	$525.00
Tohami, Ali	CHC	Physical and Biological Sciences (ANAT-101-65)	$525.00

Payment of Stipends

Submitted for Board Approval March 13, 2025

[v.3.5.2025.p.4|5]

Other 08/12/24 – 12/17/24
Large lecture stipend for respective Physical and Biological Sciences program classes.
Ratification: Hours were missed or increased by department.

Employee Name	Location Assignment	Department	Stipend
Truong, Sam	CHC	Physical and Biological Sciences (ANAT-101-01)	$525.00
Truong, Sam	CHC	Physical and Biological Sciences (ANAT-150-30)	$525.00
Truong, Sam	CHC	Physical and Biological Sciences (ANAT-150-60)	$525.00
Truong, Sam	CHC	Physical and Biological Sciences (ANAT-151-05)	$1,125.00

Other 01/08/25 – 01/10/25
Asset Based Teaching Workshop
Ratification: Participants of the workshop were not identified before the prior board deadline.

Employee Name	Location Assignment	Department	Stipend
Damgen, Carol	SBVC	Arts and Humanities	$1,000.00
Martin, Micah	SBVC	Arts and Humanities	$1,000.00
Mills, Amy	SBVC	Arts and Humanities	$1,000.00
Ortiz, Maria Guadalupe	SBVC	Arts and Humanities	$1,000.00
Zarate, Rangel	SBVC	Arts and Humanities	$1,000.00

Other 01/21/25 – 05/22/25
Zero Textbook Cost work for respective Library program class.
Ratification: Hours were missed or increased by department.

Employee Name	Location Assignment	Department	Stipend
Ivy,Krista	CHC	Library (LIB-104)	$500.00
Lopez, Natalie	CHC	Library (LIB-104)	$500.00
Lopez, Natalie	CHC	Library (LIB-107)	$500.00

Payment of Stipends

Submitted for Board Approval March 13, 2025

[v.3.5.2025.p.5|5]

Other 03/14/25 – 04/10/25
Collaborate with EDCT on delivery of Opportunity Young Adult Grant Program

Employee Name	Location Assignment	Department	Stipend
Molloy, David	CHC	Emergency Medical Services	$693.00

Other 03/14/25 – 04/10/25
Facilitate Personal Fitness Assessments for Conservation Corps.

Employee Name	Location Assignment	Department	Stipend
Swanson, Justin	CHC	Career Education and Human Development	$2,500.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference requests.

OVERVIEW

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair, or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed $5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

ANALYSIS

The requests to attend conferences on the attached are either estimated to result in expenses exceeding $5,000 per person, and/or involve travel outside the contiguous United States.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these conferences is included in the appropriate budget funds indicated on the attached and are approved by supervising managers through the District's financial system.

Conference Requests

Submitted for Board Approval March 13, 2025

[v.2.19.2025.p.1|1]

Requestor	Conference
Site DSO **Name & Department** Joseph Williams **Estimated Cost** $5,000	**Association of Community College Trustees (ACCT) Governance Leadership Institute** **Dates of Travel/Conference** 3/15/2025-3/19/2025 **Location** Oahu, Hawaii **Purpose** This unique and immersive event brings together community college trustees and CEOs from across the country to explore the latest trends and essential topics in governance and leadership. **Funding Source** General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Consideration of Ratification for Contracts at or Above $114,800

RECOMMENDATION

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above $114,800.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at $114,800. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and/or contract requests have been budgeted for via purchase requisition.

Contracts At or Above $114,800

Submitted for Ratification March 13, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30621	**Questica Inc**	Software/Licensing	DSO	Fiscal	$ 308,174.00		
	SAAS and software services for district budgeting tools and hosting which allows for data entry; contract term from 01/09/2025 to 01/08/2030						
30636	**Bolder Media LLC**	Professional Services	KVCR	KVCR	$ 2,181,755.00		
	Production of 6 programs: phase 1 prep and production services, phase 1 of Maara'yam Episode 5 preproduction, phast 2 Maara'yam Episode 5 production and post production services; phase 2 production and post production; phase 3 delivery; phase 3 delivery, Maara'yam Episode 5; contract term from 01/22/2025 to 03/31/2026						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of individual memberships.

OVERVIEW

The County of San Bernardino District Financial Services Division requires certification of Board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

ANALYSIS

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state, or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and

county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Membership associated with this board item are included in the funding source as attached.

Individual Memberships

Submitted for Approval March 13, 2025

[v.3.4.2025.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
CHC Trinette Barrie $95.00	**National Career Development Association** General Fund – Career Center

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of $5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report
March 13, 2025

Asset #	Date Retired	Description	Initial Value	Current Value
37185	2/4/2025	Scaler	$2,534.83	$0.00

Non-Fixed Assets Surplus Report
March 13, 2025

Description	Quantity (ea)
Dell Optiplex 5250 Computers	1
Atlas Sound Clock	1
Samsung TV	1
NEC TV	1
Epson 585wi Projectors	6
Dell Optiplex 3050 Computers	33
Dell Optiplex 7450 Computers	2
Extreme Wireless AP	112
Microsoft Surface Pro 4	1
Dell Optiplex 7050 Computer	1
Dell P2018H Monitors	2
Dell C8618QT	1
Extron DVS605 Scaler	1
HP Officejet Pro 8600 Printer	1
HP Laserjet 4250 Printer	1
Tekk Xu100E Walkie Talkie	1
Tripp-Lite Surge Protector	1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Silver Valley Unified School District of Yermo, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of two Chevrolet Cruze vehicles to Silver Valley Unified School District of Yermo, CA.

OVERVIEW

SBCCD's Police Department wishes to surplus the items which are no longer used by the District. Education Code 81450.5 provides that a community college district may donate property to another public entity. The model year of the two vehicles are 2014 and 2016. The estimated value of the donation is $5,000.00.

ANALYSIS

SBCCD no longer uses these items and they are non-essential to ongoing operations. Silver Valley Unified School District has examined the vehicles and is willing to accept the donation for use in supporting their mission.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

No Cost to the District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability
DATE:	March 13, 2025
SUBJECT:	Acceptance of Withdrawal by Final Touch Construction from Bid #03-2425-01 and Approval of Award to Caliber Construction, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees:

1) Accept the withdrawal of Final Touch Construction, of Fontana, CA, from Bid #03-2425-01 for the Tenant Improvement at 550 E. Hospitality Lane, Suites 100, 125, and 325.
2) Approve the award of Bid #03-2425-01 to the second lowest bidder, Caliber Construction, Inc., of Brea, CA, in the amount of $3,127,843.

OVERVIEW

This project involves tenant improvements at 550 E. Hospitality Lane, Suites 100, 125, and 325, to accommodate the San Bernardino County Department of Behavioral Health's space requirements. The scope of work includes Title 24 upgrades, framing, plumbing, and mechanical system enhancements, including air balancing, new flooring, millwork, and paint.

ANALYSIS

A Notice Inviting Bids was publicly advertised via PlanetBids on October 18, 2024, with six bids received by November 7, 2024. Final Touch Construction submitted the lowest responsive bid. However, following the Notice to Proceed issued on December 19, 2024, and despite multiple efforts by the staff to keep the contractor on schedule, Final Touch Construction was unable to complete key pre-construction activities, including submitting required documents, completing the permit process, providing a project schedule, and onboarding the necessary subcontractors.

On February 14, 2025, Final Touch Construction informed SBCCD in writing that it was not able to complete the project this time and requested to be released from it. Due to the time-sensitive nature of this project and its direct impact on lease agreements, SBCCD staff proceeded started the discussions with the second-lowest bidder, Caliber Construction, Inc. The company has confirmed its commitment to completing the work on schedule at its original bid price of $3,127,843.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this project will be covered by rental income received from tenants. Rental income and expenses are accounted for in Fund 590, Investment Properties.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

DATE: March 13, 2025

SUBJECT: Consideration of Ratification of Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements, Task Orders, and Professional Services Agreements as indicated on the attached list.

OVERVIEW

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Facility Move Management
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

Additionally, individual Professional Services Agreements are issued on an as-needed basis.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification March 13, 2025

TASK ORDERS						
Firm	**Pool Approval**	**Amount**	**Site**	**Project**	**Task Order**	**Date Executed**
***Burgess Moving and Storage** **Riverside, CA**	Facility Move Management Services 8/8/2024	$6,648.00	SBVC	Student Services Building – Swing Space	CC03-3640.18 (TO#01-002.1) Facility Move Management Services	1/23/2025
***Leighton Consulting** **Rancho Cucamonga, CA**	Special Inspections and Material Testing Services 2/13/2020	$217,567.00	SBVC	Technical Building Replacement	CC03-3640.09 (TO#03-058.4) Special Inspections and Material Testing Services	1/10/2025

*Issued as a supplement to an existing Task Order.

Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification March 13, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	**Services**	**Amount**	**Site**	**Project**	**Date Executed**
A & I Reprographics Ontario, CA	Wayfinding Signage	$5,043.18	SBVC	Student Services Building – Swing Space	12/17/2024
A & I Reprographics Ontario, CA	Wayfinding Signage	$10,875.00	SBVC	Student Services Building – Swing Space	12/17/2024

*Issued as an amendment.



3.13.2025

CHANCELLOR'S REPORT

CHANCELLOR RODRIGUEZ HONORED FOR COMMUNITY IMPACT

SBCCD is proud to announce that Chancellor Diana Rodriguez has been selected as an honoree at The LOVE Program's Annual Champions of Impact and Change Among Women and Children Fundraising Brunch. She will receive the prestigious "Distinguished Service & Impact for Women & Children Award" for

cont. on page 3





SBVC APPLIED TECHNOLOGY BUILDING GRAND OPENING

SBCCD and SBVC are excited to celebrate the grand opening of the new SBVC Applied Technology Building!

Special guest Stewart Knox, Secretary of the California Labor & Workforce Development Agency, delivered a keynote address on the future of jobs in California.

cont. on page 4



SBCCD WINS GRANTS TO BOOST DUAL ENROLLMENT, HEALTH CARE AND DIVERSITY IN PUBLIC MEDIA

SBCCD is proud to be at the forefront of securing grants that not only enhance the educational opportunities for our students but also contribute to the broader community. These grants provide the resources needed to improve programs, advance workforce development, and address critical needs

cont. on page 4





THIS IS SBCCD

CHC STUDENT HIGHLIGHT: WOMEN IN STEM



March is Women's History Month, and at Crafton Hills College, we celebrate the achievements of women in science, technology, engineering, and mathematics (STEM). Four exceptional students—Yakira Huff, Jazmyn Garcia, Katherine Granados, and Jo-Ann Lumintang—are breaking barriers and proving that STEM is for everyone.

These students are motivated by their passion for discovery and the desire to make an impact:

Yakira Huff: "As a woman in STEM, pushing the boundaries of what people think is possible for women to accomplish—while being my true self—motivates me to keep working hard at my goals." She hopes to expand knowledge in fungal studies and encourage more women to enter the field.

Jazmyn Garcia: Inspired by her passion for discovery, knowledge, and the potential impact of her work on others.

Jo-Ann Lumintang: Believes it would be "crazy and really cool" to enter a male-dominated field and make discoveries that could help the world.

Katherine Granados: Aiming to become a scientist in a field that excites her.

These Crafton Hills College students encourage other women to pursue STEM with confidence. While the work is challenging, they believe women belong in science and technology just as much as anyone else.

SBVC WELCOMES JAMES GRIFFIN, HEAD FOOTBALL COACH



We are thrilled to announce James Griffin as the new Head Football Coach at San Bernardino Valley College, pending Board of Trustees approval. Coach Griffin was selected through a national search that involved students, faculty, staff, alumni, and community stakeholders, demonstrating our commitment to finding the best leader for our Wolverines.

Coach Griffin brings a championship pedigree, most recently serving as Wide Receivers Coach at Mater Dei High School, where he helped secure League, CIF-Southern Section, CIF State, and two National Championships (2023, 2024). He also spent seven years at Fullerton College, contributing to multiple playoff appearances, a 30+ game winning streak, and two SCFA, CCCAA State, and National Championships (2016, 2017) in roles such as Wide Receivers Coach, Pass Game Coordinator, Recruiting Coordinator, and assistant to the Offensive Coordinator.

A former standout defensive back, Coach Griffin earned three-time All-State honors and was named the 1999 Tennessee State Player of the Year. At Pasadena City College, he was a First Team All-American and National Junior College Player of the Year (2002). He continued his career at Virginia Tech, where he served as Team Captain, led the Hokies to an ACC Championship and a Sugar Bowl appearance, and was inducted into the Pasadena City College Hall of Fame in 2023.

Coach Griffin will officially begin his role on February 18, 2025. His leadership, experience, and passion for student-athlete success will undoubtedly elevate SBVC Football and inspire our athletes to achieve excellence. Please join us in welcoming Coach Griffin to the Wolverine family!

SBCCD AND PORT OF LA: WORKFORCE DEVELOPMENT OPPORTUNITY

Last week, SBCCD participated in an important conversation about workforce development. Representatives visited the Port of Los Angeles and hosted industry partners at SBVC as part of a state-wide initiative under a Memorandum of Understanding (MOU) between the California Community Colleges Chancellor's Office and the Port of Los Angeles.

This agreement aimed to equip students with the skills needed for careers in the evolving goods movement industry. SBVC aligned with these efforts by utilizing their new Applied Technology Building to support hands-on training in heavy-duty diesel and battery-powered truck technology—high-demand jobs within the regional supply chain economy.

As we continue to build partnerships and expand training opportunities, SBCCD and SBVC remain committed to preparing students for successful careers and contributing to the growth of the workforce in Southern California's thriving industries.





EMPOWERING FOSTER YOUTH

Earlier this month, SBCCD partnered with the San Bernardino City Unified School District to host an inspiring event for foster youth, reinforcing our commitment to eliminating barriers to student access and success. The event welcomed over 50 students, offering them a chance to explore SBVC's resources, connect with support programs, and experience the welcoming environment we've built to help them thrive.

Students engaged with academic and career programs, toured our facilities, and learned about the educational pathways available to them at SBVC. The event also featured powerful stories from NextUp students Alena and Brianna, who shared how support programs like NextUp, EOPS, and Outreach helped transform their challenges into opportunities.

This collaborative effort highlights SBCCD's dedication to building pathways for foster youth and other underserved students, ensuring they have the resources, encouragement, and support needed to achieve their educational and career goals. We remain committed to creating a community where all students can succeed.

cont. from page 1

her exceptional leadership, transformative change, and unwavering commitment to empowering Southern California communities.

The event will take place on March 15, 2025. This special occasion will bring together influential leaders and changemakers to celebrate those who uplift and inspire positive change for women and children.

Congratulations to Chancellor Rodriguez on this well-deserved recognition! We are proud of your impactful contributions to our community.

cont. from page 1

This impressive 114,000-square-foot facility offers hands-on job training in high-demand fields, including:

- Automotive Technology: Traditional, Hybrid, & EV
- Heavy-Duty/Medium Trucks
- Water Technology
- HVAC & Refrigeration
- Machining
- Electricity & Electronics



After the ceremony, attendees took part in self-guided tours of the training labs, met instructors and industry partners, savor delicious food from local food trucks, and enjoyed live music!

The $101 million, state-of-the-art center is funded by local tax dollars from Measure CC (2018) and support from the State of California. The building had also received accolades for energy efficiency and sustainability from the U.S. Green Building Council of California, the American Institute of Architects - Inland Empire, and more.

Thank you to everyone who joined us in celebrating the grand opening of the SBVC Applied Technology Building and for supporting our vision of empowering students with hands-on job training and education!!

cont. from page 1

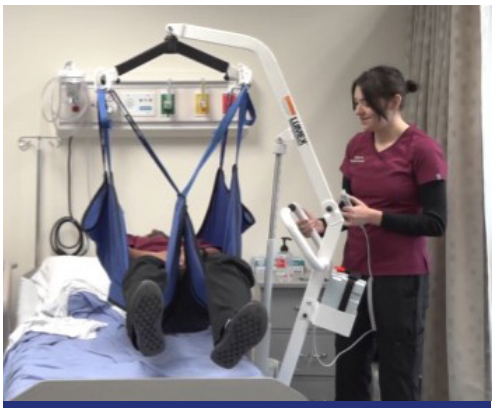
within our region. By collaborating with state agencies and community partners, we are able to create a lasting impact that helps ensure the success of our students and fosters a stronger, more resilient community. Below is a snapshot of some of our recent grant awards that will help shape the future of our institutions and those we serve.

HERE IS A SNAPSHOT OF OUR RECENT SUCCESSES



$200K GRANT

CHC was awarded a $200K grant from the California Community Colleges Chancellor's Office to redesign the senior year for dual enrollment students. This initiative allows high school seniors to complete a full year of college-level courses, meeting the California General Education Transfer Curriculum (Cal-GETC) requirements, and setting them up for future academic success.



$810K GRANT

An $810K grant from the California Department of Healthcare Access and Information is enhancing our nursing program. This funding will be used to upgrade medical equipment and improve training, addressing critical healthcare needs in the Inland Empire while promoting a diverse workforce.

KVCR PUBLIC MEDIA

PBS npr FNX

$20K GRANT

A $20K grant from the Inland Empire Community Foundation will fund the launch of "Black Voices." This program will empower Black and African American media artists to share culturally relevant stories, enriching the diversity of voices in media.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services

PREPARED BY: Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness

DATE: March 13, 2025

SUBJECT: Strategic Plan Goal - 2 Status Update

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

The current document provides a review of important actions and highlights related to Goal 2 (Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution).

ANALYSIS

SBCCD has taken important steps to advance equity and inclusion within its community. The institution has implemented governance training sessions specifically designed for staff and faculty, equipping them with the tools to adopt equity-minded strategies that foster student support. Additionally, SBCCD has initiated mentorship programs aimed at racially minoritized transfer students, further enhancing the student experience. To broaden its outreach efforts, the district has also concentrated on incorporating themes of diversity, equity, inclusion, and access into its social media platforms.

SBCCD GOALS

1. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution.

FINANCIAL IMPLICATIONS

There are no financial implications.

MONTHLY STATUS UPDATE

SPRING 2025

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, AND ANTI-RACIST INSTITUTION

EMPOWERING GOVERNANCE & ADVANCING EQUITY

- ☑ SBCCD held two governance training sessions attended by 33 staff and 50 faculty members. The district is committed to ensuring diverse voices contribute to shaping policies and initiatives that promote equity and inclusion.
- ☑ **112** instructional faculty have completed the USC Race and Equity training to learn how to apply equity-minded strategies in the classroom and employ innovative strategies to close gaps in access for Black/African American and Hispanic/Latinx students.

ENHANCING STUDENT SERVICES & OUTREACH

- ☑ SBCCD's unit-based counseling model and student success teams have greatly improved mentorship for underrepresented transfer students by offering structured academic and career guidance.
- ☑ SBCCD has promoted diversity, equity, inclusion, and access by integrating these values into social media through **54** engaging videos, which have garnered over **24,000** views on platforms like TikTok and YouTube.

OUTCOME ACHIEVED

SBCCD has secured a **$118,500** Zero Textbook Cost (ZTC) Acceleration II Grant to transition its Multilingual program to a fully ZTC model, alongside **$325,000** for further conversions to enhance affordability and accessibility for English learners. A bilingual digital ZTC marketing campaign has led to record enrollments—**63** students in the Library program and **142** in the Theatre program—since 2019.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: March 13, 2025

SUBJECT: Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and are updated and posted in the monthly board business meeting agendas.

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency districtwide.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information March 13, 2025

MONTHLY

Consent Agenda

INSTRUCTION/STUDENT SERVICES
- Curriculum Modifications
- Donations

HUMAN RESOURCES
- Classification Advancements for Academic Employees
- Non-instructional Pay, Stipends, and Reduced Workload
- Tuition Reimbursement
- Employment Contracts
- Promotions, Transfers, Reclassifications, Step Advancements
- New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)
- Job Descriptions and Revised Salary Schedules
- CSEA/CTA/POA Agreements

BUSINESS & FISCAL SERVICES
- Alcoholic Beverages
- Board Policies (Final Approval)
- Conferences Over $5K or Outside US
- District/College Expenses
- Individual Memberships
- Surplus Property & Authorization for Private Sale or Disposal
- Contracts Above Bid Limit
- Resolution: Fund Balance Transfer
- Ratification of Interfund Transfers
- Signature List Changes

FACILITIES
- Informal Bid Award (UCCAP)
- CBOC Appointees
- Award RFQ/RFP/Bids & Contracts
- Master Service Agreement & Task Orders For Bond Construction
- Small Scale Construction Contract Award

Information Items Reports/Updates

OFFICE OF THE CHANCELLOR
- Applause Recognition
- Retirements
- Board Committee Reports
- Reports from Represented Groups
- Board Master Planning Action Calendar

BUSINESS & FISCAL SERVICES/FACILITIES
- Board Policies (1st Reading)
- Budget Revenue & Expenditure Summary
- General Fund Cash Flow Analysis
- Purchase Order Report
- Contracts Below Bid Limit
- Construction Change Orders and Amendments – Bond/Non-Bond
- KVCR Update

HUMAN RESOURCES
- CSEA/CTA/POA MOUs
- Professional Expert, Short-Term, and Substitute Employees
- Resignations
- Retirements
- Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)
- Campus Advisory Committees

FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- CCC Classified Employee of the Year Nomination (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information February 13, 2025

APRIL

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information February 13, 2025

JULY

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

NOVEMBER

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information February 13, 2025

DECEMBER | ANNUAL BUSINESS MEETING

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETC JPA
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health & Safety Administration

DATE: March 13, 2025

SUBJECT: Consideration of Board Policies for First Reading

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

AP 2410 | https://sbccd.edu/ap2410

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.

Policies & Procedures Presented for First Reading
2015 Student Trustee
2340 Agendas
3100 Organizational Structure
3505 Emergency Response Procedures
3510 Workplace Violence
3720 Computer and Network Use
4100 Graduation Requirements for Degrees and Certificates
4227 Repeatable Courses
5070 Attendance Accounting
6320 Investments
6520 Security for District Property
6620 Naming of Buildings
6700 Civic Center & Other Facilities Use
7340 Leaves
7346 Employees Called to Military Duty

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

BP 2015 Student Trustees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 45: Clarify the rights of a student member of the Board pursuant to changes in the Education Code

Level 1 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
02/20/2025 ♦ PPAC Approves Review Level
02/21/2025 ♦ Level 1 to Constituents and AS for Info Only
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2015 Student Trustees

The Board of Trustees shall include one non-voting student member from each college in the District. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five semester units, or its equivalent, in the District at the time of ~~nomination~~ appointment and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average during the term of office.

The student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board except for issues and items discussed in closed session. The student member shall have the right to attend each and all meetings of the Board. NOTE: The following text offers the option of either allowing or limiting additional privileges of the student member. [Option 1: The student trustee may attend closed sessions, other than closed sessions on personnel or collective bargaining matters. Option 2: A student member shall not have the right, or be afforded the opportunity, to attend executive sessions of the Board.]

The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

A student member may make and second motions at the discretion of the Board.

The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/Associated Student Government meetings

BP 2015 Student Trustees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- Meet regularly with senior administrators

On or before May 15 of each year, the Board may determine if the student members will commence on May 15 instead of June 1. The Board of shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

~~Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:~~

- ~~The privilege to receive compensation for meeting attendance in accordance with Board Policy 2725 Board Member Compensation. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.~~
- ~~The privilege to make and second motions.~~
- ~~The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board.~~
- ~~The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.~~
- ~~The privilege to serve a term commencing on May 15 instead of on June 1 as stated in Ed Code.~~

Reference:

Education Code Section 72023.5

End Recommendation for BP 2015 Student Trustees

BP 2340 Agendas

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 45: Update the usage note, clarify the location where the District should post its physical agenda, and add optional language about time limits for public comments on items of business initiated by a member of the public.

Level 1 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
02/20/2025 ♦ PPAC Approves Review Level
02/21/2025 ♦ Level 1 to Constituents and AS for Info Only
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2340 Agendas

An agenda shall be posted ~~adjacent to the place of meeting~~ in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

BP 2340 Agendas

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 7920.000 et seq. and 54954 et seq.

End Recommendation for BP 2340 Agendas

AP 2340 Agendas

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> FYI to support review of BP.

Level 1 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
02/20/2025 ♦ PPAC Approves Review Level
02/21/2025 ♦ Level 1 to Constituents and AS for Info Only
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for AP 2340 Agendas

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the district administration building, campus administration buildings, and district education centers, or adjacent to the place of the meeting, at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

References:

Education Code Section 72121

End Recommendation for AP 2340 Agendas

BP 3100 Organizational Structure

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Minor clerical edits

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
12/14/2024 ♦ Level 2 to Constiutents and AS for Feedback
02/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3100 Organizational Structure

~~*(Replaces current SBCCD BP 3100)*~~

~~***NOTE:** The language in current SBCCD BP 3100 parallels the language recommended by the Policy and Procedure Service.*~~

- ~~**From current SBCCD BP 3100 titled Organizational Structure**~~

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

Reference:

Education Code Section 72400

End Recommendation for BP 3100 Organizational Structure

AP 3100 Organizational Structure

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Suggested New AP

Reasons for Review

> Chapter Lead suggestion to adopt new AP

Begin Recommendation for AP 3100 Organizational Structure

The District's organizational charts reflecting the current organizational structure shall be on the District's website and all campus websites. Periodic reviews of operations, organizational structures, and assignment of duties are important to ensure the ongoing effective, efficient, and equitable operations of public organizations. Executive leadership changes, along with new laws and regulations, provide ideal opportunities to reassess current organizational structures and ensure alignment with strategic goals and objectives. Significant disruptions to normal operations often require a reassessment of organizational structures as institutions adjust to meet new demands and environmental conditions.

Guiding Principles of the District Organization Structure
The District will continue to assess and create organizational structures capable of meeting the District's strategic goals and objectives efficiently, effectively, and equitably; Create conditions in which all employees of in the District can excel; Create operational efficiencies by aligning connected functions; More evenly distribute responsibilities and workload among managers; Capitalize on areas of knowledge, experience, and expertise among executive managers to promote effective operations.

District Reorganization
A reorganization is any change in administrative structure that affects the duties assigned to a position since the last time it was studied, the creation of a new assignment for the unit member or manager, or an increase or decrease in staffing that causes a change in the assignment of a unit member or manager. The impact of an increase or decrease to a unit member is subject to negotiations. A reorganization includes the following: changing departments/division, changing the work assignments of managers, changing the reporting structure within a division or department, and in alignment with T5 53021, the creation of a position that capitalizes on individual knowledge, experience and expertise that does not constitute as a vacancy for the purposes of recruitment. A reorganization cannot be used to fill a vacancy in accordance with T5 53021. The process for all reorganizations including a reorganization due to change in legislation or law, specifically if the change requires different structures or a change to job duties shall be initiated by the Chancellor or Campus President.

The Chancellor shall initiate reorganizations that impact the District Support Services. The Chancellor and Campus Presidents shall be responsible for initiating reorganizations that impact the college campuses.

End Recommendation for AP 3100 Organizational Structure

BP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
12/14/2024 ♦ Level 2 to Constiutents and AS for Feedback
02/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
03/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 35053740)

The District shall have emergency response, ~~and~~ evacuation, and notification~~s~~ procedures for communicating to the District~~campus~~ community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of ~~students, faculty, staff~~ employees, faculty, students, and/~~visitors~~or visitors, and children in childcare programs occurring at District ~~Facilities~~ and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); ~~And~~
- The completion of training by ~~college personnel~~District employees in compliance with NIMS and SEMS guidelines; and
- Training requirements vary based on job titles or assigned roles within the emergency plan.

District ~~and College Campus~~ employees ~~personnel~~ must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.

References:

BP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)

End Recommendation for BP 3505 Emergency Response Procedures

AP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Begin Recommendation for AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 35053740)

EMERGENCY OPERATIONS PLAN

In order to ensure the health or safety ~~well-being, safety,~~ and security of all employees, faculty, students, visitors, and children in childcare programs before, during, and after an emergency and to protect the District ~~property~~ and/or College Campuses, the ~~and data, San Bernardino Community College~~ District has developed an Emergency Operations Plan (EOP). The EOP shall be followed in times of emergencies, as proclaimed by the **Chancellor** or designee.

The Incident Commander (typically the ~~San Bernardino Community College~~ District Police Department (SBCCD-PD) or other law enforcement first on-scene) shall have on-scene authority over an emerging or declared emergency or incident.

The Chancellor, in conjunction with the Chancellor's Cabinet, shall have authority over final emergency response direction and determinations. All emergency related press releases will be prepared by the involved campus and the District Public Information Officer and the Chancellor's Cabinet. In the absence of this person, the lead administrator will designate an individual responsible for this function.

An emergency is defined as a state of danger that demands immediate action to protect health, safety, and/or property within the District.

The written EOP is posted on the District website at:

- Emergency Operations Plan

The EOP shall comply with current federal and state standards for emergency management protocols including the following:

- Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and Emergency Preparedness Components
    - The EOP is written in accordance with California SEMS and NIMS to manage incidents involving all threats and hazards. EOPs written in compliance with SEMS allow all District worksites/campuses to manage responses to multi-agency and multi-jurisdiction emergencies. By incorporating NIMS into the EOP, District worksites/ ~~and~~campuses will have a system to manage incidents involving all threats and hazards and will be able to reduce the loss of life, property, and harm to the environment.
    - The EOP should encompass steps and procedures to ensure the District is able to manage the event before it begins to after the event has concluded. Every step is vital in being able to save lives and deal with the emergency. The following five key components should be addressed in the plan:

1. Preparedness

Being prepared is a key part of the planning process. College~~s~~ C~~c~~ampuses should be able to identify personnel, training, and equipment needed for a wide range of potential incidents. As part of this process, specific steps should be listed in order that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.

AP 3505 Emergency Response Procedures

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2. Prevention

Prevention is a vital step in emergency preparedness. Prevention is a part of the plan that includes steps to protect lives and property. The EOP should include those steps to avoid an incident or to intervene to stop an incident from occurring at the District and/or ~~on~~ College Campuses.

3. Response

As part of the EOP, the processes and procedures to respond to an emergency once it has already occurred or is certain to happen in an unpreventable way shall be listed. The response plan should also include a way to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.

4. Recovery

The EOP should include steps to take immediately to save and sustain lives, protect property and the environment, and meet basic human needs. This plan shall include actions needed to support short-term recovery.

5. Mitigation

The EOP mitigation procedures seek to fix the cycle of disaster damage, reconstruction, and repeated damage.

- .Emergency Communication Protocols
  - The SBCCD-PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD-PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

    Upon confirmation or verification by the SBCCD-PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of employees, faculty, students, visitors, and children in childcare programs ~~students or employees~~ is occurring in the District or on College campuses, the SBCCD-PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD-PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

    When reasonable, the Chancellor's Ce abinet, in conjunction with the Chief of Police, Safety & Risk Management, and other relevant stakeholders will be responsible for initiating emergency procedures and/or issuing an ENS message. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved College Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

    The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

    In the event a serious incident poses an immediate threat to members of the District/campus community or segment of the District/campus community, the SBCCD-PD will use some or all of the ENS components described below to communicate that

AP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College Campus websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD-PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts.

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Active violence
- Earthquake
- Wildfire
- Building fire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Mudslide
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

- Employee Training and Legal Responsibilities
  - Employee training is an integral part of the EOP in order to ensure safety of employees, faculty, students, visitors, and children in childcare programs on District and/or College Campuses ~~staff, students, and visitors on campus~~. Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios that will help staff react to emergency situations in an effective manner. The following groups include, but are not limited to, those who will need training:
    - All employees
    - Emergency Response Team(s)

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Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

- Business Continuity Team(s)
- Crisis Communications Team(s)

- Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is ~~herby~~hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

- Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.
- District Support Operations
  - District Support Operations employees fall under the respective emergency protocols of the worksite/campuses/~~worksite~~ where they are located at the time of incident/emergency.

- Campus Specific Emergency Protocol
  - The EOP includes annexes which provide campus specific direction in the event of an emergency. It is the goal and purpose of the EOP to protect the health or safety and security of those associated with the District should an emergency occur. The effective use of the EOP will help protect life and safety, reduce property and environmental damage, minimize disruption and economic losses, and shorten the recovery period.

    The EOP will have the following details as part of their overall guidelines for employees, faculty, and students ~~staff, students~~, and children in childcare programs as required by the State of California.

    - Establish the members of the President's C~~c~~abinet as those with the authority to make campus level determinations regarding incidents that are localized and do not rise to the level of campus closure.
    - Coordination protocol with local, state, federal, and non-governmental agencies that the campus will coordinate with to pool and allocate resources and emergency response activities. Coordination between agencies is to establish priorities for response; developing strategies for handling multi-agency response problems; sharing information; and facilitating communications.
    - Incident response plans for each type of scenario that may arise at District worksites/campuses.
- Employee Assignments and Duties
  - The EOP shall include, at minimum, the assignments and duties of District leadership, worksite/campus leadership, and members of the Emergency Response Team(s), Business Continuity Team(s), and Crisis Communications Team(s).

~~EMERGENCY COMMUNICATION PROCEDURES~~

AP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

~~All members of the campus community are notified on an annual basis that they are required to notify the San Bernardino Community College District Police Department (SBCCD PD) of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees in the District. The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.~~

~~Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.~~

~~When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.~~

~~The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.~~

~~In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:~~

- ~~Network e-mail~~
- ~~SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)~~
- ~~Live voice broadcasts through on-campus speakerphones~~
- ~~Public address systems~~
- ~~Posted information on District and/or College websites~~
- ~~Social media sites and applications~~
- ~~Scrolling emergency messages on District connected computers~~
- ~~Hand-held radios~~
- ~~Recorded voice messages: (909) 382-4002~~
- ~~Phone calling trees~~

~~During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.~~

~~General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available at .org/District_Police/Clery_Act.~~

AP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

~~The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.~~

~~The following is a list of situations where one might expect an ENS message:~~

- ~~Active Shooter/Armed Intruder~~
- ~~Earthquake~~
- ~~Wildfire~~
- ~~Utility interruption~~
- ~~Terrorist incident~~
- ~~Bomb threat~~
- ~~Civil unrest or rioting~~
- ~~Explosion~~
- ~~Approaching extreme weather~~
- ~~Campus closure~~
- ~~Emergency preparedness drills~~
- ~~Other incident or situation requiring rapid communication of life safety information~~

~~The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the quickest form of communication.~~

~~TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES~~

~~A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.~~

~~Evacuation drills are monitored by the Site Safety Officers and SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement, and to identify deficient equipment so that repairs can be made immediately.~~

~~For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.~~

~~PURPOSE~~

~~The emergency procedures are the District's planned responses to all hazards on or effecting each campus, District facilities, or the surrounding community. The emergency procedures will be activated by the Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The emergency procedures detail actions and responsibilities for all employees of the District.~~

~~RESPONSIBILITY~~

AP 3505 Emergency Response Procedures

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

~~Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.~~

~~EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)~~

~~Emergency Command Posts will be activated during emergency situations. After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(s), will activate their local Emergency Command Posts and maintain effective communications between the Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.~~

~~The Command Posts shall jointly:~~

- ~~Declare a major emergency in the event of earthquake, explosion, flood, etc.~~
- ~~Assess the overall disaster based on reports from area managers.~~
- ~~Initiate the emergency notification chain (call back of employees) if necessary.~~
- ~~Mobilize any additional staff to heavily damaged areas.~~
- ~~Determine the "All Clear" when the disaster is over.~~

~~All press releases will be prepared by the involved campus and/or District Public Information Officer. In the absence of this person, the lead administrator will designate an individual responsible for this function.~~

~~PREPAREDNESS~~

~~The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.~~

~~EMERGENCY TELEPHONE LIST~~

~~Please see the Confidential Administrative Staff Directory (i.e., confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all administrative personnel and is not published in a public document.~~

~~EMERGENCY ASSEMBLY AREAS~~

~~Emergency Assembly areas have been determined and designated on each campus and at each District facility location, and are indicated on location specific Evacuation Maps. Assembly areas will be subject to change during construction periods.~~

~~LEGAL RESPONSIBLITIES & DUTY ASSIGNMENTS~~

~~Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).~~

~~EMERGENCY NUMBERS~~

- ~~POLICE/FIRE/MEDICAL EMERGENCY: 911~~
- ~~SBCCD POLICE DEPARTMENT: (909) 384-4491~~

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- SBCCD OFFICE OF EMERGENCY SERVICES: (909) 382-4005
- FACILITIES/MAINTENANCE - SBVC: (909) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC: (909) 389-3384/3217/3211
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch): (909) 383-5311
- YUCAIPA POLICE DEPARTMENT: (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT.(24/7 Non-Emergency Dispatch): (909) 790-3100
- AMERICAN RED CROSS - SAN BERNARDINO: (909) 888-1481
- SOUTHERN CALIFORNIA EDISON: (800) 611-1911
- SOUTHERN CALIFORNIA GAS COMPANY: (800) 427-2200
- CALIFORNIA POISON CONTROL CENTER: (800) 222-1222

ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

Department of Homeland Security

www.fema.gov Federal Emergency Management Agency

www.redcross.org American Red Cross

KVCR 91.9 FM San Bernardino, CA

KFRG 95.1 FM San Bernardino, CA

KOLA 99.9 FM San Bernardino, CA

KEZY 1240 AM San Bernardino, CA

KKDD 1290 AM San Bernardino, CA

KCAL 96.7 FM Redlands, CA

KLRD 90.1 FM Yucaipa, CA

KLYY 97.5 FM Riverside, CA

KGGI 99.1 FM Riverside, CA

KSPA 1510 AM Ontario, CA

KVFG 103.1 FM Victorville, CA

EMERGENCY PROCEDURES

AIRPLANE or VEHICLE CRASH

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- ~~Call or have someone else call 911 immediately.~~
- ~~Move staff, faculty, students and visitors away from immediate vicinity of the crash.~~
- ~~If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.~~
- ~~Check to ensure that all staff, faculty, students and visitors have evacuated.~~
- ~~Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
- ~~Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~ASSAULT/FIGHTING~~

- ~~Call or have someone else call 911 immediately.~~
- ~~If safe to do so, verbally direct combatants to stop fighting.~~
- ~~DO NOT attempt to separate combatants during a physical altercation.~~
- ~~Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

~~CHEMICAL OR HAZ MAT SPILL~~

~~In the event of ANY spillage of a dangerous chemical or hazardous material:~~

- ~~Evacuate the area as necessary for safety:~~
- ~~Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill~~
- ~~If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.~~
- ~~Attending laboratory techniian, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.~~
- ~~Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.~~

~~Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:~~

- ~~Avoid physical contact with others as much as possible.~~
- ~~Remain in the vicinity, and provide their names to first responders.~~
- ~~To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.~~
- ~~DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~
- ~~Required first aid and clean-up by specialized authorities should begin as soon as possible.~~

~~FIRE~~

~~Upon discovery of an actual fire:~~

- ~~Pull a fire alarm if one is nearby.~~
- ~~Call or have someone else call 911 immediately and describe the location and size of the fire.~~
- ~~Evacuate the area if you are unable to put the fire out.~~
- ~~Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.~~
- ~~EVACUATE when the sound of the fire alarm is heard.~~

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- ~~DO NOT attempt to save possessions or collections at the risk of personal injury.~~
- ~~DO NOT USE ELEVATORS to evacuate a building.~~
- ~~Never allow the fire to come between you and the exit.~~
- ~~Report to an evacuation site away from the fire.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
- ~~DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~BOMB THREAT~~

~~If you receive a direct bomb threat via phone:~~

- ~~Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.~~
- ~~Keep the caller on the phone as long as possible and ask the following questions:~~
  - ~~When and where is the bomb right now?~~
  - ~~When is the bomb going to explode?~~
  - ~~What kind of bomb is it?~~
  - ~~What does it look like?~~
  - ~~Why did you place the bomb?~~

~~If a bomb threat alert is issued:~~

- ~~Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.~~
- ~~Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.~~
- ~~If a suspicious device or package is found … DO NOT TOUCH.~~
- ~~Clear the immediate area and call 911 immediately from a safe distance.~~
- ~~If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

~~EXPLOSION~~

- ~~Take cover under tables, desk, and similar places that will give protection against flying glass and debris.~~
- ~~Call or have someone else call 911 immediately.~~
- ~~If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.~~
- ~~Beware of falling debris and electrical wires as you evacuate.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
- ~~DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~ACTIVE SHOOTER/ARMED INTRUDER~~

~~IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:~~

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- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., *freeze, halt, stop, raise your hands,* etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

1. **Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*
2. **Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*
    - *Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.*
3. **Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD PD at (909) 384-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent intruder from entering occupied buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, and visitors from danger while on campus or at any District facility.

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to LOCKDOWN procedures.

When a LOCKDOWN order is given, you should:

- Immediately close and lock all doors (if possible and safe to do so).
- Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- Turn off the lights.
- Block any hallway in-door windows (if possible and safe to do so).
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Silence all mobile devices (phones, tablets, laptops, etc.).
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from any outdoor hazard (extreme weather, airborne contaminants, chemical release, and temporary incident). This procedure includes closing all doors, windows, and vents to outside air.

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~~The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.~~

~~In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to SHELTER-IN-PLACE procedures.~~

~~When a SHELTER-IN-PLACE order is given, you should:~~

- ~~Help to clear everyone from hallways.~~
- ~~Immediately close and lock all doors.~~
- ~~Close and secure all windows.~~
- ~~Move away from doors and windows.~~
- ~~Assist those needing any special assistance.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.~~
- ~~Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~POWER OUTAGE~~

~~Although our electrical power delivery system is considered reliable, occasionally system failures that impact our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).~~

~~The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:~~

~~Daylight Power Outage~~

~~Faculty:~~

- ~~If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).~~
- ~~If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.~~
- ~~Follow the instructions of administration throughout the outage.~~
- ~~If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.~~
- ~~If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.~~
- ~~Should a power outage occur before a class session begins, students should wait outside the building until power is restored.~~
- ~~Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).~~

~~Staff:~~

- ~~If there is insufficient light in the work area, proceed to a naturally lit area.~~
- ~~Staff should follow the instructions of their supervisor throughout the outage.~~

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- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

- If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist wih building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exitif they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

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- ~~Respirations – difficulty or no breathing?~~
- ~~Pulse – weak or no heart rate?~~
- ~~Responsive – not awake /not alert?~~

~~EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.~~

~~Calmly communicate the following information to the 911 operator:~~

- ~~What is the emergency situation?~~
- ~~What is the background of the emergency?~~
- ~~What's your assessment?~~
- ~~What response do you expect?~~
- ~~Where is the location of the emergency? – SBVC or CHC, building name, room number, phone number, etc.~~

~~Before help arrives, if you are trained and the scene is safe:~~

- ~~Bleeding – apply pressure.~~
- ~~Fracture – don't move the person unless they must be moved to avoid further injury.~~
- ~~No Breathing or Pulse – begin CPR and send someone for AED.~~
- ~~Seizure – help to the floor, protect head; do not try to restrain.~~
- ~~Choking – Back blows and abdominal thrusts.~~
- ~~Emotional Upsets/Suicidal – stay with person until help arrives.~~
- ~~Impaled Object – don't remove the object, just support the object with bandages.~~
- ~~Vomiting – move person onto their side.~~
- ~~Stay with the victim providing reassurance that help is on the way and keep them comfortable.~~
- ~~Stay at the scene until help arrives and clear "on-lookers" from the scene~~

~~FOR MINOR INJURY OR ILLNESS:~~

- ~~Provide first aid using available campus medical supplies.~~
- ~~After initial treatment, students should be referred to the Student Health Center.~~
- ~~Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).~~

~~EMERGENCY EVACUATION PROCEDURES~~

~~Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.~~

- ~~Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:~~
  - ~~Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).~~
  - ~~If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).~~
  - ~~If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).~~
  - ~~Shut all doors behind you to slow the spread of fire, smoke, and water.~~
  - ~~Proceed as quickly as possible, but in an orderly manner.~~

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- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- Document and report the names of any known individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid.

Evacuation of Persons with Disabilities

- Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest evacuation site or area of safe refuge.
- Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.
- Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.

EARTHQUAKE

If indoors:

- When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.
- If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

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- ~~DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~DISASTER MANAGEMENT~~

~~Should an emergency or other major disaster strike a particular campus or the entire District, the need for a coordinated response will be necessary. The plan for a major disaster is contained in the District's Emergency Operations Plan. The plan is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).~~

~~In an emergency, designated managers and supervisors will gather to implement the appropriate response.~~

~~These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency.~~

~~FLOODING~~

~~If indoors:~~

- ~~If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.~~
- ~~Be prepared to move your vehicle if certain parking areas are at risk of being flooded.~~
- ~~Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.~~
- ~~Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.~~
- ~~Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.~~
- ~~DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

~~If outdoors:~~

- ~~Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.~~
- ~~Stay away from flooded areas unless authorities ask for volunteers.~~
- ~~Stay away from downed power lines.~~
- ~~Be aware of areas where flood waters may have receded and may have weakened road surfaces.~~
- ~~Wash your hands frequently with soap and water if you come in contact with flood waters.~~

~~After the flood:~~

- ~~Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.~~
- ~~Report broken utility lines to the appropriate authorities.~~
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
- ~~DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.~~

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- ~~Do not throw away any flood-damaged items until an official inventory has been taken.~~

~~LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS~~

~~Legal Responsibilities of Public Employees During an Emergency~~

~~The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.~~

~~State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:~~

~~It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.~~

~~CIVILIAN EMERGENCY COMMAND POST~~

~~The Civilian Emergency Command Post, from which the Chancellor or designee will direct operations, will be activated by the Chancellor or designee, taking into account the safety of the District, campus community, and the emergency situation.~~

~~LAW ENFORCEMENT COMMAND POST~~

~~The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD, will direct public safety operations, will be activated by the Chief of Police or designee, taking into account the safety of the District, campus community, and the emergency situation.~~

~~ASSIGNMENT OF DUTIES~~

~~Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.~~

~~The Chancellor or designee is responsible for the control and welfare of all students. The Chancellor or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their respective designee is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.~~

~~The administrator on duty will direct the college staff in the implementation of emergency procedures and the assignment of duties as outlined until their respective Campus President or designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective Campus President or designee and the involved campus and/or District Public Information Officer.~~

~~The respective Campus President or designee and Site Safety Officer will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The respective Campus~~

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~~President or designee and Site Safety Officer will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.~~

~~Faculty members, managers, and supervisors will guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their area that would require facilities medical, or other response. They will report this information and the last known location of any people missing to their respective Campus President or designee and Site Safety Officer.~~

~~Facilities department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:~~

1. ~~Survey the campus and report damage through their chain of command.~~
2. ~~Assist in rescue operations as directed.~~
3. ~~Assist in disaster fire suppression activities if trained and directed to do so.~~
4. ~~Assist in controlling main shut-off valves for gas, water, and electricity.~~
5. ~~Disburse emergency equipment as needed.~~

~~Clerical staff will help provide for the safety of essential records and documents, operate telephones, and act as messengers and couriers when directed.~~

~~Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.~~

~~REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:~~

- ~~The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone 911 or the SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.~~
- ~~When calling stay calm, and carefully explain the problem and location to the Dispatcher.~~

~~Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.~~

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

End Recommendation for AP 3505 Emergency Response Procedures

BP 3510 Workplace Violence

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Minor clerical edit

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
12/14/2024 ♦ Level 2 to Constiutents and AS for Feedback
02/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3510 Workplace Violence

~~*(Replaces current SBCCD BP 3510)*~~

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of ~~critical~~ workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor is responsible for establishing administrative procedures that assure all employees are informed regarding what actions will be considered violent acts, ~~-~~and requiring any employee who is the victim of any violent conduct in the workplace, ~~-~~or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

References:
Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

End Recommendation for BP 3510 Workplace Violence

AP 3510 Workplace Violence

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.

> Chapter Lead recommendations to clarify definitions and add preventative actions and reporting language.

Begin Recommendation for AP 3510 Workplace Violence

The District is committed to providing a safe work environment that is free of violence and the threat of violence. The District maintains zero tolerance regarding violence or the threat of violence against or by any employee of the District or any other person in the workplace.

Definitions

Preventative Activities: Activities that increase awareness and minimize the potential for workplace violence events in the workplace. Training is essential for all employees to learn how to recognize early warning signs so that appropriate intervention can be provided for identifying areas of concern in the workplace.

Non-Emergency: An event or circumstance that may require assistance but does not require immediate intervention as there is not an immediate risk to health, life, property, or the environment.

Emergency: An event or circumstance that poses an immediate risk to health, life, property, or the environment and requires urgent/immediate action.

Act of Violence: Any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

Threat of Violence: Any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace: District properties, worksites, and off-site locations that hold District-sponsored activities where employees or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Preventative Activities

The District has a Workplace Violence Prevention Plan which includes, at minimum:

- Names or job titles of the persons responsible for implementing the plan;
- Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;
- Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;
- Procedures for the District to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;
- Procedures to ensure that employees comply with the plan;

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- Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a violent incident, threat, or other workplace violence concern and how employee concerns will be investigated;
- Procedures to respond to actual or potential workplace violence emergencies;
- Procedures to develop and provide required training;
- Procedures to identify and evaluate workplace violence hazards;
- Procedures to correct workplace violence hazards;
- Procedures for post-incident response and investigation;
- Procedures to review the effectiveness of the plan and revise the plan as needed; and,
- Procedures or other required information.
- Record keeping and the location of records.

Reporting

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person or property at the District to their supervisor and the District Police Department and/or local law enforcement. Such reports will be promptly and thoroughly investigated by District Police Department and/or local law enforcement and/or Human Resources. The District may also conduct an independent administrative investigation and take appropriate corrective action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided with both due process and representation before disciplinary action is taken, including termination of employment. If in the event that the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District Police Department or 911 will be called.

Responding to Threats of Violence

The top priority in this process is effectively handling ~~critical~~ workplace incidents, especially those dealing with actual or potential violence.

~~Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.~~

Should a non-employee on District property demonstrate or threaten violent behavior, ~~he/she~~ they may be subject to criminal prosecution. Criminal investigations will be conducted by the law enforcement agency having primary jurisdiction. The policies and procedures of the agency having primary jurisdiction are not necessarily those of the District. When warranted, an investigation will be conducted by Human Resources and will be prompt and thorough; this investigation may occur concurrently with any criminal investigation.

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Should an employee, during working hours, demonstrate or threaten violent behavior ~~he/she~~ they may be subject to disciplinary action, including termination of employment.

~~The following actions are considered violent acts:~~

- ~~Striking, punching, slapping, or assaulting another person.~~
- ~~Fighting or challenging another person to fight.~~
- ~~Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.~~
- ~~Engaging in dangerous, threatening, or unwanted horseplay.~~
- ~~Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.~~
- ~~Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.~~
- ~~Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.~~

~~Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.~~

False Claims and Defamation Claims

Defamation occurs when a statement, which is communicated to another individual, is false, unprivileged, and causes injury. Consequences and appropriate remedial action for employees or student employees found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, collective bargaining agreements, and/or Educational Code as appropriate.

Restraining Orders/Court Orders

An employee shall immediately notify law enforcement of any restraining orders/court orders when named as a petitioner or person restrained and provide a copy of the order to the District Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department, including Human Resources, to ensure they are aware of it and that a copy of the restraining order is on file with the District Police Department. Human Resources will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

~~**District Police or 911**~~

~~No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.~~

~~Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.~~

~~In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.~~

~~The following actions are considered violent acts:~~

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- ~~Striking, punching, slapping, or assaulting another person.~~
- ~~Fighting or challenging another person to fight.~~
- ~~Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.~~
- ~~Engaging in dangerous, threatening, or unwanted horseplay.~~
- ~~Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.~~
- ~~Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.~~
- ~~Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her their duties.~~

~~Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her their supervisor or other appropriate person.~~

~~**District Police or 911**~~

~~No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.~~

~~Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.~~

~~In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.~~

~~NOTE: Effective July 1, 2024, a district's injury prevention program must include a workplace violence prevention plan conforming to the requirements of Labor Code Section 6401.9. The workplace violence prevention plan may be incorporated as a stand-alone section in the district's written injury and illness prevention program or maintained as a separate document. The workplace violence prevention plan must include all of the following:~~

- ~~Names or job titles of the persons responsible for implementing the plan;~~
- ~~Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;~~
- ~~Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;~~
- ~~Procedures for the Ddistrict to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;~~
- ~~Procedures to ensure that employees comply with the plan;~~
- ~~Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a violent incident, threat, or other workplace violence concern and how employee concerns will be investigated;~~
- ~~Procedures to respond to actual or potential workplace violence emergencies;~~
- ~~Procedures to develop and provide required training;~~
- ~~Procedures to identify and evaluate workplace violence hazards;~~
- ~~Procedures to correct workplace violence hazards;~~

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- ~~Procedures for post-incident response and investigation;~~
- ~~Procedures to review the effectiveness of the plan and revise the plan as needed; and,~~
- ~~Procedures or other required information.~~

File Retention

The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

The District will create and maintain records of violent incident logs for a minimum of five years.

The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

References:

Cal/OSHA; Labor Code Sections 6300 et seq.~~;~~, 6401.7, and 6401.9.;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, and 626.10

End Recommendation for AP 3510 Workplace Violence

BP 3720 Computer and Network Use

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Minor clerical edit.

Level 2 Review Schedule

10/24/24 ♦ Recommendation Received

11/21/24 ♦ PPAC Approves Review Level
12/14/24 ♦ Level 2 to Constiutents and AS for Feedback
02/05/25 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/25 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/25 ♦ BOT 1st Read
04/10/25 ♦ BOT Final Approval

Begin Recommendation for BP 3720 Computer and Network Use

~~*(Replaces current SBCCD BP 3720)*~~

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

References:
Education Code Section 70902;
Government Code Section 3543.1(b);
Penal Code Section 502; Cal. Const., Art. 1 Section 1;
17 U.S. Code Sections 101 et seq.

End Recommendation for BP 3720 Computer and Network Use

AP 3720 Computer and Network Use

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Request Chapter Lead compare against CCLC version.
> Legal Update 44 - Updated to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

Begin Recommendation for AP 3720 Computer and Network Use

~~(Replaces current SBCCD AP 3720)~~

OWNERSHIP RIGHTS
The San Bernardino Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network."
Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

PRIVACY INTERESTS
The District recognizes the privacy interests of faculty, staff and students and their rights to freedom of speech, collegial consultation, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private.

DISTRICT RIGHTS
System administrators may access users' files or suspend services they manage without notice only: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; 4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy and/or to protect system integrity.

PASSWORD PROTECTION
A computer user who has be authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

USAGE
Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

MISREPRESENTATION AND LIABILITY
Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or

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damage incurred by an individual as a result of personal use of the District's Electronic Communications Resources.

PERSONAL IDENTIFIABLE INFORMATION (PII)
Users must not intentionally seek, provide, or release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

HARRASSMENT
Users are prohibited from using the District's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the intentional viewing and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. This is consistent with the District's non-discrimination policy.

UNLAWFUL MESSAGES
Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

COMMERCIAL USE
Commercial use of the District computing resources for personal gain or illegal purposes is prohibited. Computer resources on the District network are provided to support District-related academic and administrative activity. They may not be used for the transmission or storage of commercial, political, or personal advertisements, solicitations and promotions, destructive programs (viruses and/or self-replicating code), or any other unauthorized use. Transmitting unsolicited advertising, promotional materials or other forms of solicitation are prohibited without prior authorization by District administration.

POLITICAL AND COMMERCIAL USE
The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

FAIR USE
Information appearing on the internet should be regarded as copyright protected, whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17, US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research, comment, news reporting, and criticism are considered fair and allow for reproduction of a given work. Acknowledgement of the source is recommended but is no substitute for obtaining permission (http://www.copyright.gov/fls/fl102.html).

REPORTING PROBLEMS
Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

SOFTWARE LICENSING
Software, used on District owned computers, must be properly licensed. These licenses provide the acceptable use of the software and hold the user and in some cases the District legally responsible for copyright violations.

All software must be approved by District and/or campus technology departments prior to purchase. Software, its associated license material, and proof of purchase will be submitted and stored with District and/or campus technology departments. For specific District purchasing procedures, please refer to Administrative Procedure 6330.

EXCEPTIONS

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Activities will not be considered misuse when authorized by appropriate District officials for security or performance testing. Technology support staff, under the direction of senior management, may at any time examine the equipment, software and services of District owned equipment.

COPYING
Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Technology support staff monitors for any unauthorized equipment or software on the District's networks, and reserves the right to remove, disconnect, or disable the unauthorized equipment or software.

NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING
The District provides network and telecommunications services as a tool for students, staff and faculty. Internet access is provided to assist in the completion of college related work and assignments. As such, the District provides this service and is subject to state and federal regulations. This applies to all equipment attached to the provided network, wired or wireless, without regard to ownership of the equipment. The District recognizes that incidental personal activities may occur provided that such use is within reason, is ordinarily on one's own time, is occasional, and does not interfere with or burden the District's operation. (Please review "Privacy Interests" and "District Rights" sections above.)

Personal social networking accounts shall not be used to officially represent campus or District entities on social networking, wiki, or other social media sites. For official representation of any District entity, a campus or district account, approved by the president/chancellor or their designee, must be used. The account holders must agree to use the resources legally, ethically and in keeping with the intended use per the procedures of their respective sites.

TRAINING
All employees must complete annual cybersecurity training to ensure compliance with security protocols and safeguard the district's digital assets.

PERSONAL MOBILE DEVICES
The District does not provide support for personal mobile devices. The District only provides the connection settings to the District systems for the synching of District email, calendar and contacts on mobile devices and supported cloud storage files and folders.

The District may also provide the licensing and download methods for software to be used on mobile devices. It is the user's responsibility to install and/or enter settings for such devices and software.

MOBILE DEVICE ENCRYPTION
Any mobile device used by employees to access SBCCD student, employee, financial or other forms of sensitive data will be required to be encrypted prior to such access. This will aide in the protection of District data on lost or stolen mobile devices.

BRING YOUR OWN DEVICE

> Bring Your Own Device ("BYOD") refers to personally-owned technology devices such as computers, laptops, tablets/eReaders, smart-phones and other devices ("Devices") used by employees for District purposes to stay connected to, access data from, or complete tasks in their capacity as District employees ("Users").

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and

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information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible manner. These procedures are mandatory requirements for any Devices used for District purposes.

Compliance with District Policies and Administrative Procedures: Users understand that the use of Devices for District purposes is subject to the same District rules and regulations with respect to such use as if the Users are using District-owned devices. Users shall abide by applicable laws and policies with respect to access to, use, disclosure, and/or disposal of District information. These policies and procedures include, but are not limited to: Computer and Network Use BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.

Users are Responsible for all Maintenance of their Device(s)

- Users acknowledge that they are solely responsible for the configuration, maintenance, troubleshooting and repair of their personal Devices. This includes maintaining original device operating systems and keeping the Device current with security patches and updates as released by the manufacturer.

Requirements for all BYODs Accessing District network services and District information.

- Users shall not download, transfer or store "Sensitive Business Data" on their Devices. "Sensitive Business Data" is defined as documents or data that is not publicly available and that is protected by laws governing confidentiality of information (e.g., student records FERPA, confidential personnel data, third party confidential information, etc.). Users shall delete any Sensitive Business Data that may be inadvertently downloaded and stored on the Device (for example, through the process of viewing email attachments sent by others).

The District's IT Department will provide Users with instructions for identifying and removing these unintended downloads. Users shall not download/transfer Sensitive Business Data to any non-District device.

- Users shall password protect Devices using existing password protect utilities available on the User's device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District's IT Department Help Desk if you believe your passwords have been compromised.
- Users shall not share the Device with other individuals or family members due to the business use of the Device.
- Users shall notify the District's IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.
- If a Device has a remote tracking device, such as the "find my device" option on the iPhone, it should be turned on by the User.
- Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended

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AV protection is provided by the District's IT Department.

- Users shall set an idle timeout that will automatically lock the Device after a period of time. Users should contact their mobile device manufacturer or service provider for assistance.

Compliance with Applicable Laws.

Users must comply with federal and state laws that provide further protections to certain types of information, or that may influence how Users handle District information with the Devices. Examples include, but are not limited to:

- Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students right of access to their education records and generally prohibits the disclosure of student education records without the prior written consent of the student.
- Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.
- Financial Services Modernization Act of 1999 ("Gramm Leach Bliley") and accompanying FTC Standards for Safeguarding Customer Information Requires the District to develop and implement an information security program designed to protect nonpublic personal information gathered and maintained with respect to certain financial activities.
- The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement to information and establishes the procedures and circumstances under which law enforcement authorities may gain access to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or systems must be forwarded immediately to the District's Human Resources Department.
- California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District's Human Resources Department.
- California invasion of privacy laws that prohibit the disclosure of personal information about an individual.
- Civil Discovery and E-Discovery Rules, including the duty to preserve data

References:
17 U.S. Code Sections 101 et seq.;
15 U.S. Code Sections 6801 et seq.;
Penal Code Section 502;
Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1 subdivision (b); and
16 Code of Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

End Recommendation for AP 3720 Computer and Network Use

BP 4100 Graduation Requirements for Degrees and Certificates

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
> Legal Update 44: Updated to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations.
> Chapter Lead suggestions
>Additional Chapter Lead changes received but not reviewed on 12/12/24

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level
10/18/2024 ♦ Level 2 to Constiutents and AS for Feedback
11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
02/05/2025 ♦ AS Reviews Level 3 for Final Input
02/20/2025 ♦ PPAC Reviews Final AS Input
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

~~(Replaces current SBCCD BP 4100)~~

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer (AA/AS) to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. Non-credit certificates, such as Certificates of Competency (e.g., Job Readiness Skills Certificate), will be included to ensure recognition of diverse student achievements. Note: Non-credit certificates are not transcribed on the official academic transcript.

~~and who have maintained a 2.0 grade point average in degree-applicable coursessubjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.~~

~~Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.~~

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:
Education Code Section ~~66746 (a) and (b),~~ 70902 subdivision (b)(3);
Title 5, Sections ~~55002(b), 55070, 55800, et seq.~~ 55060 et seq.

End Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

AP 4100 Graduation Requirements for Degrees and Certificates

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
> Legal Update 44: Updated to revise associate degree requirements to align with changes in the Title 5 regulations.
> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
> Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)

Begin Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates

~~*(Replaces current SBCCD AP 4100)*~~

Graduation Requirements for Degrees and Certificates

~~for graduating with a~~ Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For ~~the~~ ~~Associate in Arts or Associate in Science d~~ Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:~~, a student must~~

- D~~d~~emonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- ~~The student must s~~Satisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general education~~s~~ and at least 18 semester units in a major listed in the State Chancelor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and ~~language and rationally~~. communication, analytical thinking and Ethnic Studies.

Note: Detailed graduation requirements are listed in the respective college catalog.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

~~The work must include at least 18 semester units in general education, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".~~

~~The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Scholastic Standards Committee when an injustice or undue hardship would result.~~

~~The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality, (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. In addition, the general education transfer requirements may apply.~~

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

AP 4100 Graduation Requirements for Degrees and Certificates

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

The District must offer ethnic studies as part of the general education curriculum.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Certificates

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

~~For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

~~Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

References:

~~Education Code Section 70902(b)(3);~~
Title 5, Sections ~~55070, 55800, et seq.~~ 55060 et seq. and 55270 et seq.

End Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates

AP 4227 Repeatable Courses

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.

Level 3 Review Schedule

11/14/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 2 to Constiutents and AS for Feedback
12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
02/05/2025 ♦ AS Reviews Level 3 for Final Input
02/20/2025 ♦ PPAC Reviews Final AS Input
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for AP 4227 Repeatable Courses

~~(Replaces current SBCCD AP 4227)~~

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029.

AP 4227 Repeatable Courses

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

~~A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average.~~ A student may repeat a work experience education course subject to Title 5 Section 55040..

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.
References:

Title 5 Sections 55040, 55041, 55253, and 56029

End Recommendation for AP 4227 Repeatable Courses

BP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> FYI only to support review of AP

Level 3 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 ♦ PPAC Approves Review Level
02/21/2025 ♦ Level 2 to Constiutents and AS for Feedback
03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
03/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
04/03/2025 ♦ AS Reviews Level 3 for Final Input
04/17/2025 ♦ PPAC Reviews Final AS Input
05/08/2025 ♦ BOT 1st Read
06/12/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:
Title 5 Sections 55024, 58004 and 58509

End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

AP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 45: Align with revised Title 5 regulations.

Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course, only with the instructor's permission, contingent upon:
   1. the course still having available space
   2. the instructor's judgment regarding pedagogical and safety issues

B. After the add period concludes,
   1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
   2. students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. **Withdrawal Prior to Census (20% of instruction)**
Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. **Withdrawal 20% - 60% of Instruction**
Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. **Withdrawal After 60% of Instruction**
The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

D. **Extenuating Circumstances**
Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. **Military Withdrawal**
An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

AP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Intervention Program

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
B. Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at any time, upon petition of the student or their representative. An ~~excused withdrawal (~~"EW"~~)~~ will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. ~~An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509~~. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:

    1. Been identified as a no show
    2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.
"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses ~~and~~ are therefore dropped by the instructor, except if there are extenuating circumstaces.

"No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student. **NOTE:** *Districts should identify other conditions that constitute "extenuating circumstances," if any.*

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:
Title 5 Sections 55024, 58004, and 58509

End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

BP 6320 Investments

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Matching BP or AP Exists

Reasons for Review

> Annual review by Board of Trutees

Level 2 Review Schedule

11/30/2024 ♦ Recommendation Receied

12/12/2024 ♦ PPAC Approves Review Level
12/13/2024 ♦ Level 2 to Constiutents and AS for Feedback
02/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6320 Investments

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

> *"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."*

Investments shall be made based on the following criteria:

1. **The preservation of principal shall be of primary importance.** Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. **The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.** The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

BP 6320 Investments

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Matching BP or AP Exists

3. **Transactions should be avoided that might impair public confidence.** Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

4. **Return on Investment.** The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq* ., 53387 *et seq* ., 53600 et seq., 53635.2, 53464, 53651, 53820

End Recommendation for BP 6320 Investments

AP 6320 Investments

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Matching BP or AP Exists

Reasons for Review

> FYI to support annual review of BP

Begin Recommendation for AP 6320 Investments

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
    a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
    b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
    c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
    d. Registered warrants of California.
    e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.

AP 6320 Investments

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Matching BP or AP Exists

f. State of California notes.
g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.

2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
4. San Bernardino County Treasurer's Office, whenever required by law.

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

Reporting
The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees.
References:

Government Code Sections 53600 et seq., 87200

AP 6320 Investments

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Matching BP or AP Exists

End Recommendation for AP 6320 Investments

BP 6520 Security for District Property

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 2 to Constiutents and AS for Feedback
12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6520 Security for District Property

~~*(Replaces current SBCCD BP 6520)*~~

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References:
Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard ~~III.B.1~~ 3.8

End Recommendation for BP 6520 Security for District Property

AP 6520 Security for District Property

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation for AP 6520 Security for District Property

~~*(Replaces current SBCCD AP 6520)*~~

Each District employee shall take appropriate measures to secure the equipment under ~~his/her~~ their control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

The District will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District *shall* ~~will~~ use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purposes other than the business of the District.

District facilities and grounds are for the use of District-authorized activities and events. (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

Assignment of Responsibilities

The District's Police Department is designated the responsibility to develop and implement:

1. Patrolling schedules and practices to monitor and protect District property, including buildings, parking lots, and other open spaces;
2. Maintaining fire, security cameras, and other alarm systems in working order;
3. Emergency notification and disaster response practices (e.g., earthquake, fire, flood) and
4. Plans for publication of warnings about unsafe areas of campus as necessary.

The Campuses' Maintenance Department and District sites facilities office are designated the responsibility to develop and implement:

5. Processes for assigning, distributing, monitoring, and retrieving keys, including electronic key cards, which may include assessing fees to responsible parties for replacement of lost keys and/or re-keying buildings necessitated by such loss; and
6. Maintaining other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, and workable locks).

The District's Information Technology Department is designated the responsibility to maintain security of all electronic equipment (e.g., telephones, computers), including but not limited to password protection, virus control, and locking systems as needed.

AP 6520 Security for District Property

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Keys
The campus Vice President of Administrative Services or DSO, Facilities Department, or designee, must approve the assignment of keys. Employees and others who are authorized to hold keys are responsible for protecting said keys while they are in the individual's possession. Upon termination or completion of duties that mandate a key, the key holder must return the key. In the event a key is lost, the responsible individual shall sign an affidavit to that effect and may be assessed a fee for the replacement of the key, up to and including the cost of re-keying the impacted facility.

References:
ACCJC Accreditation Standard ~~III.B.1~~ 3.8

End Recommendation for AP 6520 Security for District Property

BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.

Level 2 Review Schedule

01/29/2025 ♦ Recommendation Received

02/20/2025 ♦ PPAC Approves Review Level
02/21/2025 ♦ Level 2 to Constiutents and AS for Feedback
03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
03/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
04/10/2025 ♦ BOT 1st Read
05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

1. **Definitions.**
    1. "Bid" shall mean all SBCCD Bond Measures and non-bond measure projects exceeding $1 million.
    2. "Local Hire" shall mean individuals residing within the District or the Inland Empire providing work on District Bid work sites.
    3. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the countiesfor a minimum of three months.
    4. Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
    5. Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.
    6. Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.
    7. Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.
2. **Goals.**
    1. Local Hires and Local Business: The Board establishes goals of fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics and diversity of the District's community. Bid documents will be amended to include these requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
    2. *The District encourages participation of all Veterans Owned Businesses, Women Owned Business, Small and Disadvantaged Businesses, as contractors on District Projects.*Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
3. **Bidding.**

BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

As a condition to be considered responsive, a Bid must include the following:

1. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
2. A demonstrated good faith effort, in writing, to include Local Hires and Local Businesses, ; or
3. The District has set a goal of 10% combined utilization of VOBE, VOSB, SDVBE AND DVBE contractors on its District Projects.
4. The District recognizes VOBE, VOSB, SDVBE, and DVBE businesses certified by the appropriate federal, state, and local agencies approved by the District for such purpose.
5. All Prime Contractors/Consultants are required to complete the Local and Veteran Owned Enterprise Program Contractor/Consultant Identification Form.
6. If there is less than 10% participation of VOBE, VOSB, SDVBE, and DVBE businesses on a District Project, then contractor must justify this deviation in a letter ("Justification Letter") to the District that accompanies the bid that shall be signed by contractor's Chief Executive Officer (CEO).

4. **Community Outreach.**

The District shall use effective efforts with community groups to bolster public awareness of the Local and Veteran Owned Enterprise Program, including its goals and how to participate. Community outreach shall include bid advertisements and articles of interest in local and minority media.

5. **Reporting.**

The Chancellor or his/her designee shall make a report to the Board at least quarterly regarding the District's performance of the Local and Veteran Owned Enterprise Program.

References:

None

End Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

BP 6620 Naming of Buildings and Other Properties

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> For information only to support review of AP 6620

Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 2 to Constiutents and AS for Feedback
12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6620 Naming of Buildings and Other Properties

The Board of Trustees retains authority for naming college facilities and properties. This shall include buildings, portions of buildings, college streets or roads, stadiums and fields, areas of major assembly or activity, malls, and other large areas of campus circulation, and other facilities and properties, which are significant because of their use or visibility.

All recommendations for naming buildings and other properties shall be submitted to the Board by the Chancellor for action. No commitment for naming shall be made prior to approval by the Board of Trustees of the proposed name.

Each proposal for naming a District-owned facility or property shall be considered on its own merits.

References:

None

End Recommendation for BP 6620 Naming of Buildings and Other Properties

AP 6620 Naming of Buildings and Other Properties

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Request from CHC VPI Wurtz and CHC Development Director Riggs to revise amounts

Begin Recommendation for AP 6620 Naming of Buildings and Other Properties

This procedure serves as a guideline for the San Bernardino Community College District (hereafter referred to as "the District") with the naming of facilities. It is established to assure an appropriate reflection of the history of the District as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the District.

The District, the Chancellor, College Presidents, and Board of Trustees, seek private funds to enhance the District's ability to meet the higher education needs of its community, particular toward a level of excellence that would otherwise not be possible given state funding levels and restraints on student tuition and fees. To that end, the District seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms, this procedure seeks to establish guidelines for the naming of facilities, campus spaces and programs as donor recognition.

This procedure is to establish the criteria to guide the process for naming facilities at the District.

1. **Guidelines for Naming** (Financial Contributions and Commemorative or Memorial)
    1. **Financial Contributions:** To recognize a person, group, or business that has donated significant resources to SBCCD.
        1. A significant financial contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fund raising goal.

           The donation may be made in cash or a legally binding pledge and can be paid within 5 years of naming the facility, unless other arrangements are made.
            1. A portion of the gift may be in the form of an irrevocable trust or planned gift.
            2. Qualified contributions are receipted by the District.
            3. The District Board of Trustees reserves the right to remove names from facilities when the gift remains unpaid beyond the 5-year limit or the agreed upon date.
        2. The levels for specific naming based on financial contribution are established and reviewed periodically by the District.

Financial Contribution Opportunities	Gift Minimums and Ranges
Building or Stadium	$5,000,000 minimum
Portion of Building (Wing or Floor or Portion of Stadium)	$2,000,000 minimum
Street	$1,000,000 minimum
Pathway	$250,000 minimum
Large Athletic Facility (Not a Building nor Stadium)	$250,000 minimum

AP 6620 Naming of Buildings and Other Properties

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Laboratory (Large)	$250,000 minimum
Entrance Hall, Lobby, Student/Staff Lounge, Courtyard	~~$50,000 to $150,000~~ $50,000 minimum
Small Athletic Facility (Not a Building nor Stadium)	~~$50,000 to $500,000~~ $50,000 minimum
Endowed Chair or Faculty Member	$250,000 minimum
Classroom or Small Laboratory	~~$25,000 to $100,000~~ $25,000 minimum
Conference Room, ~~Division~~ Office, ~~or~~ Department, or Learning Community Space	~~$25,000 to $100,000~~ $25,000 minimum
All Other Commemorative Items or Scholarships	Determined by Chancellor or Designee
~~Outdoor Area, Commemorative Table/Bench~~	~~$1,000 to $25,000~~
~~Paver, Brick, Tile, Sidewalk/Concrete Etched Name, etc.~~	~~$250 to $5,000~~
~~Faculty/Other Office~~	~~$2,500 minimum~~

2. **Commemorative or Memorial:** To honor and recognize individuals who have made significant and extraordinary contributions to the District or community for a minimum of 10 years.
    1. A temporary naming (~~a minimum of~~ 3 years) in recognition of distinguished service may honor a gift of time or talent that has had a direct, significant positive impact on the institution over a 10-year period. This honor is reserved for extraordinary positive leadership directly to the District. A naming associated with a donation will replace a temporary naming following the ~~minimum~~ 3-year period.
        1. A period of at least 1 year shall lapse between the end of the individual's direct service to the District and consideration for naming.
        2. The Chancellor or a committee will determine whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting the name for approval.
    2. There will be no named buildings for living political figures or for current employees of the District.

2. **Permanency of Names**
    1. When a gift is received for a naming, a facility receives a designation that shall last the lifetime of the facility, subject to paragraph 2. of this rule.
    2. Removal of Naming
        1. Any legal impropriety or other act which brings dishonor to the District on the part of the donor, or a corporate donor that is no longer in existence, shall make the gift and naming subject to reconsideration by the District.

AP 6620 Naming of Buildings and Other Properties

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

2. Demolition or significant renovation shall terminate the designation. In such case, the individual, family, corporation, foundation (donor) involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
3. Following the ~~minimum~~ 3-year period for a commemorative and memorial naming.

3. **Responsibility**

1. Prior to approval, the District Board of Trustees shall have reasonable assurance that:
   1. The proposed name shall bring additional honor and distinction to the District.
   2. Any philanthropic commitments connected with the naming shall be realized.
2. The Chancellor has the right to:
   1. Determine content, timing, location and frequency of any public announcements associated with the gift.
   2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
   3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts, or their physical markers.
3. The final authority of any naming, memorial or tribute decision rests with the ~~elected~~ Board of Trustees.
4. The guidelines set forth in this procedure shall not be deemed all-inclusive. Flexibility and remaining donor-centered are keys to successful philanthropic naming opportunities.
5. The Chancellor and Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of the District as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of the District.

References:

None

End Recommendation for AP 6620 Naming of Buildings and Other Properties

BP 6700 Civic Center and Other Facilities Use

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44: The Service updated this policy to align with changes in the Education Code.

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 2 to Constiutents and AS for Feedback
12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/2025 ♦ BOT 1st Read
04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6700 Civic Center and Other Facilities Use

There is a Civic Center at each of the colleges *and Centers*. The Civic Centers are the auditoriums and outdoor sporting fields. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of *college* District property and facilities, including *but not limited to* property designated by the District as a Civic Center, *facilities, equipment and supplies,* by community groups, *and other* outside contractors, and others.

The administrative procedure*s* shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by ~~associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a))~~ the community and organizations for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which that the governing board deems proper, and subject to the limitations allowed by law. In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

References:
Education Code Sections 82537 and 82542
Title 5 Sections 59601 et seq.

End Recommendation for BP 6700 Civic Center and Other Facilities Use

AP 6700 Civic Center and Other Facilities Use

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with the Education Code.

Begin Recommendation for AP 6700 Civic Center and Other Facilities Use

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services is responsible for the coordination and implementation of these procedures. The Office of Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

1. All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
2. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or public agency meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542 subdivision (a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

3. the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
4. the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of ~~his/her~~ their normal duties;
5. the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
6. the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs or not to exceed the fair rental value of District facilities and grounds under its control. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees and contracted workers, and salaries and benefits paid to District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The following shall be charged fair rental value for the use of District facilities:

7. Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
8. Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community...

Rules for Facilities Use

Requests for use of the District's Civic Center should be made at least 10 business days (or 20 business days for requests requiring Board approval) in advance of the first date of use being requested. Requests shall be made to the Office of Administrative Services on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the

AP 6700 Civic Center and Other Facilities Use

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

end of this Section.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless ~~he/she~~ they are ~~is~~ an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Reserving parking, or requests for suspending parking, for events shall be approved by the President’s Office for each campus.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

9. Student clubs and organizations
10. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
11. Parent-teachers' associations
12. School-community advisory councils

References:

Education Code Sections 82537and 82542;
Public Resources Code Section 42648.3;
Title 5 Sections 59601 et seq;

AP 6700 Civic Center and Other Facilities Use

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Clark v. Community For Creative Non–Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

End Recommendation for AP 6700 Civic Center and Other Facilities Use

BP 7340 Leaves

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 44 - Updated to add a citation to the Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code.
> Legal Update 42: The Service updated this policy to add legal citations.
> Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)

Level 2 Review Schedule

12/06/24 ♦ Estimated Receipt of Recommendation

12/12/24 ♦ PPAC Approves Review Level
12/13/24 ♦ Level 2 to Constiutents and AS for Feedback
02/05/25 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/25 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/25 ♦ BOT 1st Read
04/10/25 ♦ BOT Final Approval

Begin Recommendation for BP 7340 Leaves

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88191) ;
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers (Education Code Section 88197);
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5~~;~~ and 88210; Government Code Section 3558.8);
- leave of absence for permanent academic employees to serve as an elected member of the State legislature~~;~~ (Education Code Section 87701);
- pregnancy leave~~;~~ (Education Code Sections 87766*;* and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2)
- use of illness leave for personal necessity~~;~~ (Education Code Sections 87784*;* and 88207);
- industrial accident and illness leave~~;~~ (Education Code Sections 87784 and 88207);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court~~;~~ (Education Code Section 87036*;* and 87037);

BP 7340 Leaves

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

- military service~~:~~ (Education Code Section 87700); ~~and~~
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.; and
- Leave for reproductive loss (Government Code Section 12945.6).
- Crime Victim Leave (AB 2499)
- Family School Partnership Leave (Labor Code 230.8)

Vacation leave for members of the confidential service, educational administrators, and classified supervisors and managers shall not accumulate beyond 48 days (384 hours) of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods ~~of time~~.

References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above
Government Code Section 12945.6; and
Labor Code Sections ~~245 et seq.~~ 230.8 et seq

End Recommendation for BP 7340 Leaves

AP 7346 Employees Called to Military Duty

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 44 - Updated to align with language from the Uniformed Services Employment and Re-employment Rights Act of 1994 (“USERRA”), the Education Code, and the Military and Veterans Code.

Level 2 Review Schedule

12/06/24 ♦ Recommendation Received

12/12/24 ♦ PPAC Approves Review Level
12/13/24 ♦ Level 2 to Constiutents and AS for Feedback
02/05/25 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
02/20/25 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
03/13/25 ♦ BOT 1st Read
04/10/25 ♦ BOT Final Approval

Begin Recommendation for AP 7346 Employees Called to Military Duty

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

Leave
Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

Salary
Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive their salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of ~~his/her~~ their military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that ~~he/she~~ they would have received had ~~he/she~~ they not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

Health Benefits

AP 7346 Employees Called to Military Duty

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 24 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

Vacation and Sick Leave
Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

Reinstatement
An employee on active duty military leave shall be entitled to return to the position held by ~~him/her~~ them at the time of ~~his/her~~ their entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

An employee on active duty military leave for any other reason shall be reinstated in accordance with state and federal laws.

In the case of a contract academic employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district under a lawful contract for ~~more than~~ a period in excess of one year, but had not vet become a regular academic employee of the district, ~~he/she is~~ are entitled to return to the position for the period of time ~~his/her~~ their contract of employment had to run at the time they entered military service.

In the case of an academic employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

References:
Education Code Sections 87018, 87700, 87832 and 88116;
Military and Veteran's Code Sections 389 et seg; 38 U.S. Code Sections 4301 et seq.

End Recommendation for AP 7346 Employees Called to Military Duty

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director of Business and Fiscal

DATE: March 13, 2025

SUBJECT: Budget Revenue & Expenditure Summary

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2024-25 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2024-25 fiscal year through February 11, 2025. As of that date, SBCCD was 61.9% through the fiscal year and had spent and/or encumbered approximately 58.9% of its unrestricted general fund budget.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.

Budget Revenue & Expenditure Summary

Year to Date 02/11/25

[v.2.19.2025.p.1|2]

61.9% of Fiscal Year Elapsed

FUND	REVENUES Budget	Received YTD		EXPENDITURES Budget	Expensed/ Encumbered YTD		COMMENTS
01 General Fund - Unrestricted	143,959,350	77,127,283	53.6%	143,977,670	84,853,271	58.9%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	108,478,547	63,420,590	58.5%	108,478,547	52,479,834	48.4%	
21 Bond Interest & Redemption	55,000,000	26,287,430	47.8%	55,000,000	56,030,736	101.9%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	3,375,936	90.9%	8,698,422	5,777,244	66.4%	RDA revenues received in January were higher than projected.
42 Measure M	800,000	1,684,686	210.6%	11,538,428	9,368,344	81.2%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Q1 & Q2 interest higher than estimated.
44 Measure CC	6,000,000	6,946,667	115.8%	297,489,492	80,325,098	27.0%	Interest earning for Q1 & Q2 were higher than estimated. Bond budget expected to extend over several years.
59 Investment Properties	5,201,007	1,371,403	26.4%	6,922,803	898,631	13.0%	Revenue and expenditure activity posted one month in arrears. Posting in progress for Q2 activity.
68 Retiree Benefit	371,000	88,342	23.8%	2,871,000	3,115,058	108.5%	Revenues are posted in arrears. Expenses include a one-time expenditure for $2,490,840 related to employee HRA contributions, remaining expenditures are consistent with the needs of the fund.
71 OPEB Trust	1,000,000	652,604	65.3%	82,000	22,330	27.2%	Investment earnings for Q2 were higher than estimated.
72 Child Development	5,236,304	3,286,178	62.8%	5,236,304	3,151,227	60.2%	
73 Student Body Center Fee	346,950	173,989	50.1%	346,950	103,854	29.9%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,635,612	4,382,682	45.5%	9,616,392	6,168,997	64.2%	
77 PARS Trust	5,400,000	6,571,363	121.7%	5,202,000	4,058,278	78.0%	Investment earnings for Q1 were higher than estimated. Annual withdrawal posted in November.
78 Self Insurance-Liability	1,200,000	1,205,567	100.5%	1,200,000	1,244,772	103.7%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums are higher that estimated.
79 Inland Futures Foundation	1,483,453	946,196	63.8%	1,483,453	481,847	32.5%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	1,364,412	55.8%	2,986,865	2,149,933	72.0%	Purchase order covering the entire year is created early in the year. Revenues are posted in arrears.
Total (All Funds)	**350,271,819**	**198,885,331**	**56.8%**	**661,130,326**	**310,229,453**	**46.9%**	

Budget Revenue & Expenditure Summary

Year to Date 02/11/25

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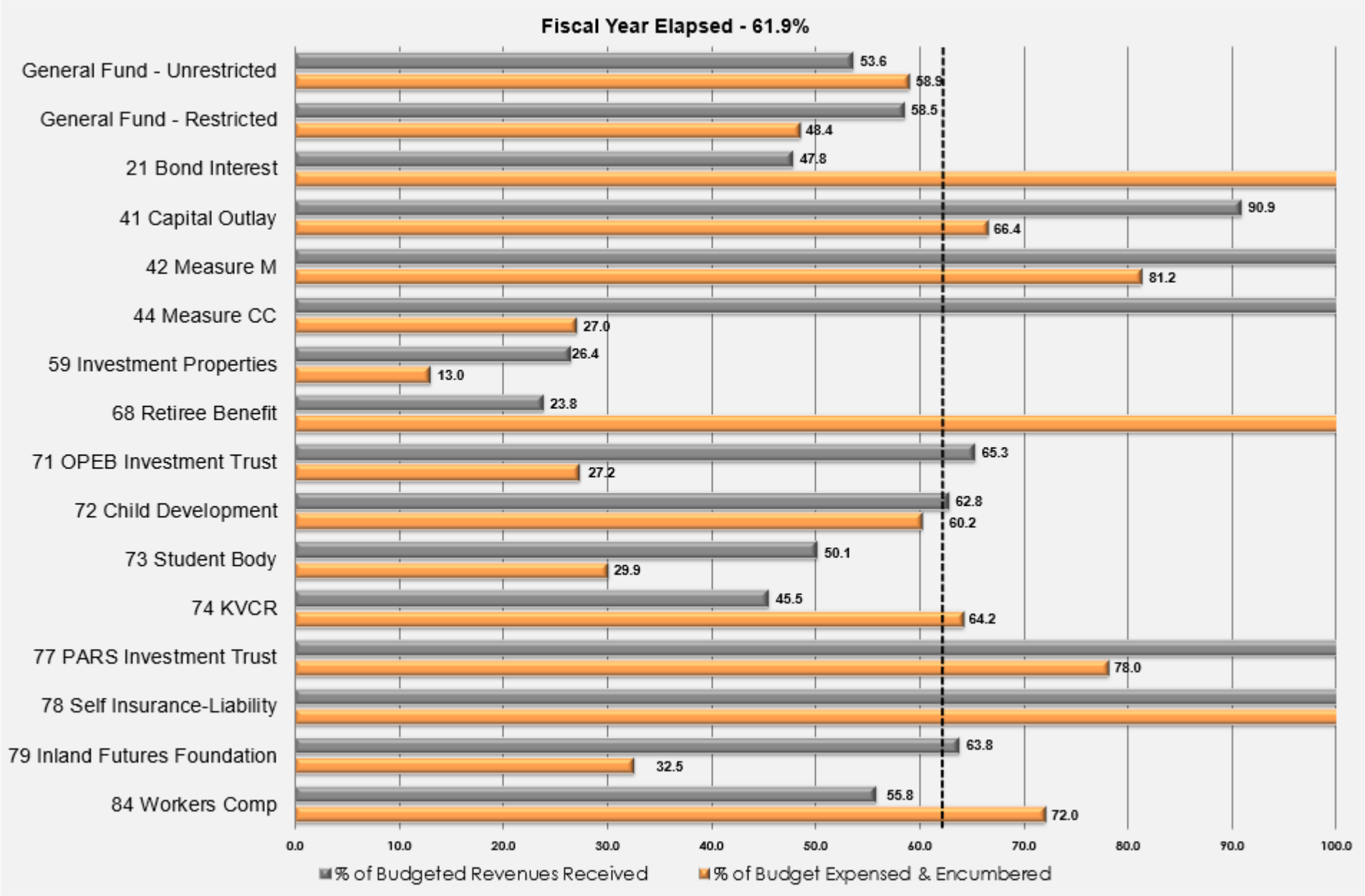

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

DATE: March 13, 2025

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
$304,504,703	$5,737,868	1.88

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.

SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	$177,049,056.80	$4,617,353.18	**$181,666,409.98**	2.61%
CC02-2000 : Crafton Hills College	$127,269,146.13	$1,115,703.19	**$128,384,849.32**	0.88%
CC03-3000 : San Bernardino Community College District Wide	$186,500.17	$4,812.02	**$191,312.19**	2.58%
TOTAL FOR CHANGE ORDERS	**$304,504,703.10**	**$5,737,868.39**	**$310,242,571.49**	**1.88%**

SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	$69,832,624.00	$3,312,033.30	**$73,144,657.30**	4.74%
CC01-3605 : Softball Field	$7,687,500.00	$644,968.37	**$8,332,468.37**	8.39%
CC01-3606 : Student Services Building (New Construction)	$79,979,313.00	$0	**$79,979,313.00**	-
CC01-3608 : Career Pathways Phase 2 (PDB)	$4,870,412.92	$0	**$4,870,412.92**	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	$14,679,206.88	$660,351.51	**$15,339,558.39**	4.50%
CC01-1000 : San Bernardino Valley College Total	**$177,049,056.80**	**$4,617,353.18**	**$181,666,409.98**	**2.61%**

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	**Icon West, Inc. SBVC CWI East Wing Mechanical Improvements**	**Icon West, Inc. - Change Order #0024***	**$7,582,685.00**	**$97,981.00**	**$527,625.00**	**$8,110,310.00**	**1.29%**	**6.96%**	**15-Jan-25**	**13-Mar-25**
CC01-3601 : Technical Building Replacement (DBB)	**Icon West, Inc.**	**Icon West, Inc. - Change Order #0047**	**$69,832,624.00**	**$82,741.00**	**$3,312,033.30**	**$73,144,657.30**	**0.12%**	**4.74%**	**15-Jan-25**	**13-Mar-25**
CC01-3601 : Technical Building Replacement (DBB)	**Icon West, Inc.**	**Icon West, Inc. - Change Order #0046**	**$69,832,624.00**	**$50,536.00**	**$3,229,292.30**	**$73,061,916.30**	**0.07%**	**4.62%**	**15-Jan-25**	**13-Mar-25**
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0005*	$4,100,000.00	$82,418.37	$287,218.37	$4,387,218.37	2.01%	7.01%	20-Aug-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0045	$69,832,624.00	$50,566.00	$3,178,756.30	$73,011,380.30	0.07%	4.55%	21-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0044	$69,832,624.00	$95,421.00	$3,128,190.30	$72,960,814.30	0.14%	4.48%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0043	$69,832,624.00	$66,466.00	$3,032,769.30	$72,865,393.30	0.095%	4.34%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0042	$69,832,624.00	$24,759.00	$2,966,303.30	$72,798,927.30	0.04%	4.25%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0041	$69,832,624.00	$88,309.00	$2,941,544.30	$72,774,168.30	0.13%	4.21%	10-Oct-24	09-Jan-25
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0011*	$1,866,000.00	$13,340.16	$105,963.00	$1,971,963.00	0.71%	5.68%	30-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0040	$69,832,624.00	-$500,000.00	$2,853,235.30	$72,685,859.30	-0.72%	4.09%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0039	$69,832,624.00	$53,051.00	$3,353,235.30	$73,185,859.30	0.08%	4.80%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0038	$69,832,624.00	$143,983.00	$3,300,184.30	$73,132,808.30	0.21%	4.73%	11-Jul-24	10-Oct-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0037	$69,832,624.00	$141,546.00	$3,156,201.30	$72,988,825.30	0.20%	4.52%	11-Jul-24	10-Oct-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0036	$69,832,624.00	$189,732.00	$3,014,655.30	$72,847,279.30	0.27%	4.32%	11-Jul-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #02	$1,373,000.00	$28,055.87	-$60,937.98	$1,312,062.02	2.04%	-4.44%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #01	$1,373,000.00	-$88,993.85	-$88,993.85	$1,284,006.15	-6.48%	-6.48%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0023*	$7,582,685.00	$83,886.00	$429,644.00	$8,012,329.00	1.11%	5.67%	23-Jul-24	12-Sep-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0035	$69,832,624.00	$135,476.00	$2,824,923.30	$72,657,547.30	0.19%	4.05%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0034	$69,832,624.00	$142,510.00	$2,689,447.30	$72,522,071.30	0.20%	3.85%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0033	$69,832,624.00	$116,837.00	$2,546,937.30	$72,379,561.30	0.17%	3.65%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0032	$69,832,624.00	-$750,000.00	$2,430,100.30	$72,262,724.30	-1.07%	3.48%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0031	$69,832,624.00	$164,251.00	$3,180,100.30	$73,012,724.30	0.24%	4.55%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0030	$69,832,624.00	$117,058.00	$3,015,849.30	$72,848,473.30	0.17%	4.32%	17-Jun-24	08-Aug-24

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0004	$4,100,000.00	$88,153.86	$204,800.00	$4,304,800.00	2.15%	5.00%	05-Jun-24	08-Aug-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0003	$4,100,000.00	$103,355.51	$116,646.14	$4,216,646.14	2.52%	2.85%	24-Apr-24	13-Jun-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0002	$4,100,000.00	$9,566.00	$13,290.63	$4,113,290.63	0.23%	0.32%	22-Apr-24	13-Jun-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0001	$4,100,000.00	$3,724.63	$3,724.63	$4,103,724.63	0.09%	0.09%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0029	$69,832,624.00	$184,999.00	$2,898,791.30	$72,731,415.30	0.26%	4.15%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0028	$69,832,624.00	$190,385.00	$2,713,792.30	$72,546,416.30	0.27%	3.89%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0027	$69,832,624.00	$195,944.00	$2,523,407.30	$72,356,031.30	0.28%	3.61%	29-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0026	$69,832,624.00	$101,824.00	$2,327,463.30	$72,160,087.30	0.15%	3.33%	26-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0025	$69,832,624.00	$53,228.00	$2,225,639.30	$72,058,263.30	0.08%	3.19%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0024	$69,832,624.00	$134,574.00	$2,172,411.30	$72,005,035.30	0.19%	3.11%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0023	$69,832,624.00	$64,578.00	$2,037,837.30	$71,870,461.30	0.09%	2.92%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0022	$69,832,624.00	$96,489.00	$1,973,259.30	$71,805,883.30	0.14%	2.83%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0021	$69,832,624.00	$240,451.00	$1,876,770.30	$71,709,394.30	0.34%	2.69%	22-Apr-24	13-Jun-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0022	$7,582,685.00	$76,530.00	$345,758.00	$7,928,443.00	1.01%	4.56%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0021	$7,582,685.00	$85,213.00	$269,228.00	$7,851,913.00	1.12%	3.55%	08-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0020	$69,832,624.00	$87,972.00	$1,636,319.30	$71,468,943.30	0.13%	2.34%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0019	$69,832,624.00	$179,468.00	$1,548,347.30	$71,380,971.30	0.26%	2.22%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0018	$69,832,624.00	$42,261.00	$1,368,879.30	$71,201,503.30	0.06%	1.96%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0017	$69,832,624.00	$135,599.00	$1,326,618.30	$71,159,242.30	0.19%	1.90%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0016	$69,832,624.00	$73,794.00	$1,191,019.30	$71,023,643.30	0.11%	1.71%	26-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0009	$1,866,000.00	$40,734.50	$92,622.84	$1,958,622.84	2.18%	4.96%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0010	$1,866,000.00	$17,872.49	$51,888.34	$1,917,888.34	0.96%	2.78%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0008	$1,866,000.00	-$29,607.16	$34,015.85	$1,900,015.85	-1.59%	1.82%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0001	$828,444.88	-$17,661.75	-$17,661.75	$810,783.13	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	$7,582,685.00	$127,661.00	$184,015.00	$7,766,700.00	1.68%	2.43%	26-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	$7,582,684.00	-$270,000.00	$56,354.00	$7,639,038.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	$7,582,683.00	$173,322.00	$326,354.00	$7,909,037.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	$7,582,683.00	$51,602.00	$153,032.00	$7,735,715.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	$7,582,683.00	-$240,000.00	$101,430.00	$7,684,113.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	$7,582,683.00	$16,013.00	$341,430.00	$7,924,113.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	$7,582,683.00	$151,147.00	$325,417.00	$7,908,100.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	$7,582,683.00	$133,348.00	$174,270.00	$7,756,953.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	$7,582,683.00	-$240,000.00	$40,922.00	$7,623,605.00	-3.17%	0.54%	16-Jan-24	14-Mar-24

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	$726,720.00	$4,804.79	$15,609.34	$742,329.34	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0015	$69,832,624.00	$11,116.00	$1,117,225.30	$70,949,849.30	0.02%	1.60%	22-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	$7,582,683.00	$32,156.00	$280,922.00	$7,863,605.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	$7,582,683.00	$13,545.00	$248,766.00	$7,831,449.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	$7,582,683.00	$4,769.00	$235,221.00	$7,817,904.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	$7,582,683.00	$104,731.00	$230,452.00	$7,813,135.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	$69,832,624.00	$68,433.00	$1,106,109.30	$70,938,733.30	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	$69,832,624.00	$23,274.00	$1,037,676.30	$70,870,300.30	0.03%	1.49%	14-Sep-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	$7,582,683.00	$14,816.00	$125,721.00	$7,708,404.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	$7,582,683.00	$4,500.00	$110,905.00	$7,693,588.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	$7,582,683.00	$15,554.00	$106,405.00	$7,689,088.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	$7,582,683.00	$21,125.00	$90,851.00	$7,673,534.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	$7,582,683.00	$35,998.00	$69,726.00	$7,652,409.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003*	$495,230.00	$5,053.27	$41,419.75	$536,649.75	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	$726,720.00	$10,804.55	$10,804.55	$737,524.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	$69,832,624.00	$26,423.30	$1,014,402.30	$70,847,026.30	0.04%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	$69,832,624.00	$6,652.00	$1,014,402.30	$70,847,026.30	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	$69,832,624.00	$157,659.00	$1,014,402.30	$70,847,026.30	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	$69,832,624.00	$66,031.00	$1,014,402.30	$70,847,026.30	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	$1,866,000.00	$4,118.23	$63,623.01	$1,929,623.01	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002*	$495,230.00	$36,366.48	$36,366.48	$531,596.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	$171,500.00	$19,223.96	$19,223.96	$190,723.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	$7,582,683.00	$3,629.00	$33,728.00	$7,616,411.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	$7,582,683.00	$30,099.00	$30,099.00	$7,612,782.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	$495,230.00	$0	$0.00	$495,230.00	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	$69,832,624.00	$10,524.00	$757,637.00	$70,590,261.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	$69,832,624.00	$21,097.00	$747,113.00	$70,579,737.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	$324,089.00	$16,000.00	$16,000.00	$340,089.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	$1,866,600.00	$1,606.33	$59,504.78	$1,926,104.78	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	$1,866,600.00	$12,861.33	$57,898.45	$1,924,498.45	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	$69,832,624.00	$165,093.00	$726,016.00	$70,558,640.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	$69,832,624.00	$119,278.00	$560,923.00	$70,393,547.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	$69,832,624.00	$244,500.00	$441,645.00	$70,274,269.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	$69,832,624.00	$123,660.00	$197,145.00	$70,029,769.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	$69,832,624.00	$1,757.00	$73,485.00	$69,906,109.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	$1,866,600.00	$25,839.21	$45,037.12	$1,911,637.12	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	$1,866,600.00	$1,643.34	$19,197.91	$1,885,797.91	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	$1,866,600.00	$6,884.46	$17,554.57	$1,884,154.57	0.37%	0.94%	31-Jan-23	09-Mar-23

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	$1,866,600.00	$10,670.11	$10,670.11	$1,877,270.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	$69,832,624.00	$71,728.00	$71,728.00	$69,904,352.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction	Green Contractor Studio, Inc	$3,587,500.00	$357,750.00	$357,750.00	$3,945,250.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	$398,000.00	$23,512.86	$37,450.59	$435,450.59	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #01	$398,000.00	$13,937.73	$13,937.73	$411,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	$483,000.00	-$10,000.00	-$24,340.40	$458,659.60	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	$483,000.00	$0	-$14,340.40	$468,659.60	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	$483,000.00	-$14,340.40	-$14,340.40	$468,659.60	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				**$4,617,353.18**						

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than $250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval

SBCCD

CONSTRUCTION AMENDMENT SUMMARY

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	**McCarthy DB Agreement**	**Amendment #03 - Swing Space - Preconstruction & Design Services**	**$79,028,832.00**	**$950,481.00**	**$119,756.00**	**$80,099,069.00**	**09-Dec-24**	**13-Mar-25**
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	$79,028,832.00	$190,000.00	$760,481.00	$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	$79,028,832.00	$0	$190,000.00	$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	$65,436,634.00	$147,974.00	-$60,714,195.08	$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	$65,436,634.00	$70,000.00	$77,974.00	$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	$65,436,634.00	$0	$70,000.00	$65,506,634.00	04-Mar-22	14-Sep-23

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CONSTRUCTION CHANGE ORDER SUMMARY

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : Crafton Hall Renovation (DBB)	$6,380,000.00	$0	**$6,380,000.00**	-
CC02-3623 : Gym Demolition (DBB)	$1,255,579.18	$96,347.19	**$1,351,926.37**	7.67%
CC02-3625 : Public Safety Training Center (DB)	$8,501,117.00	-$30,976.59	**$8,470,140.41**	-0.36%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	$12,815,585.95	$187,731.50	**$13,003,317.45**	1.46%
CC02-3631 : Instructional Building (PDB)	$40,885,710.00	$0	**$40,885,710.00**	-
CC02-3633 : Central Complex 2 Renovation (DB)	$9,509,146.00	-$92,671.77	**$9,416,474.23**	-0.97%
CC02-3634 : Child Development Center Renovation (DBB)	$2,023,008.00	$58,862.86	**$2,081,870.86**	2.91%
CC02-3635 : New Performing Arts Center (DBB)	$45,899,000.00	$896,410.00	**$46,795,410.00**	1.95%
CC02-2000 : Crafton Hills College Total	**$127,269,146.13**	**$1,115,703.19**	**$128,384,849.32**	**0.88%**

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #007	$45,899,000.00	$223,419.00	$896,410.00	$46,795,410.00	0.49%	1.95%	06-Dec-24	13-Feb-25
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #003	$9,509,146.00	-$138,996.77	-$92,671.77	$9,416,474.23	-1.46%	-0.97%	28-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #006	$45,899,000.00	$176,861.00	$672,991.00	$46,571,991.00	0.39%	1.47%	28-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #005	$45,899,000.00	$0	$496,130.00	$46,395,130.00	-	1.08%	15-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #004	$45,899,000.00	$91,785.00	$496,130.00	$46,395,130.00	0.20%	1.08%	20-Sep-24	14-Nov-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #003R*	$835,134.45	$35,341.73	$44,889.39	$880,023.84	4.23%	5.38%	27-Aug-24	10-Oct-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J.A. Urban, Inc. Change Order #0002	$1,002,371.50	-$12,097.52	$33,411.83	$1,035,783.33	-1.21%	3.33%	03-Sep-24	10-Oct-24
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #03	$2,023,008.00	-$44,618.65	$58,862.86	$2,081,870.86	-2.21%	2.91%	03-Sep-24	10-Oct-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #003	$45,899,000.00	$207,539.00	$404,345.00	$46,303,345.00	0.45%	0.88%	20-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #002	$9,509,146.00	$0	$46,325.00	$9,555,471.00	-	0.49%	23-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #001	$9,509,146.00	$46,325.00	$46,325.00	$9,555,471.00	0.49%	0.49%	22-Jul-24	12-Sep-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #002	$45,899,000.00	$86,215.00	$196,806.00	$46,095,806.00	0.19%	0.43%	20-Jun-24	08-Aug-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #001	$45,899,000.00	$110,591.00	$110,591.00	$46,009,591.00	0.24%	0.24%	11-Jun-24	08-Aug-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #02	$8,501,117.00	-$20,698.59	-$30,976.59	$8,470,140.41	-0.24%	-0.36%	13-May-24	11-Jul-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J. A. Urban, Inc. Change Order #0001	$1,002,371.50	$45,509.35	$45,509.35	$1,047,880.85	4.54%	4.54%	13-Mar-24	09-May-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	$8,501,117.00	-$10,278.00	-$10,278.00	$8,490,839.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	$835,134.45	$850.00	$9,547.66	$844,682.11	0.10%	1.14%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	$835,134.45	$8,697.66	$8,697.66	$843,832.11	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	$2,023,008.00	$5,229.04	$103,481.51	$2,126,489.51	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	$2,023,008.00	$98,252.47	$98,252.47	$2,121,260.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	$7,308,428.00	$17,169.50	-$721.70	$7,307,706.30	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	$7,308,428.00	-$17,891.20	-$17,891.20	$7,290,536.80	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	$686,675.00	-$19,592.00	-$19,592.00	$667,083.00	-2.85%	-2.85%	17-Mar-22	12-May-22

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	$392,213.00	$11,088.23	$21,730.11	$413,943.11	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	$392,213.00	$10,641.88	$10,641.88	$402,854.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	$1,074,000.00	$49,449.22	$88,717.62	$1,162,717.62	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3	Borden Excavation - Change Order #01*	$77,555.00	$7,629.57	$7,629.57	$85,184.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	$435,592.00	$41,166.00	$41,166.00	$476,758.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	$834,900.00	$62,480.87	$66,847.87	$901,747.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	$1,074,000.00	$34,757.37	$39,268.40	$1,113,268.40	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	$834,900.00	$4,367.00	$4,367.00	$839,267.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	$1,074,000.00	$4,511.03	$4,511.03	$1,078,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	$435,592.00	$0	$0	$435,592.00	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				**$1,115,703.19**						

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than $250,000

*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between $60,000 and $200,000

SBCCD

CONSTRUCTION AMENDMENT SUMMARY

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3631 : Instructional Building (PDB)	Tilden-Coil Constructors, Inc.	Amendment #01 - Learning Resource Center Additional Scope	$40,648,641.00	$0	$237,069.00	$40,885,710.00	15-Jul-24	11-Jul-24
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	$9,090,787.00	$0	$418,359.00	$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	$6,781,795.00	$2,095,578.00	-$376,256.00	$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	$7,308,428.00	$0	$0	$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	$6,781,795.00	$0	$2,095,578.00	$8,877,373.00	21-Jan-22	13-Jan-22

SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District W

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	$695.00	$0	**$695.00**	-
CC03-3640 : District-Wide	$185,805.17	$4,812.02	**$190,617.19**	2.59%
CC03-3000 : San Bernardino Community College D	**$186,500.17**	**$4,812.02**	**$191,312.19**	**2.58%**

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Rer	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	$185,805.17	$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	$185,805.17	$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				**$4,812.02**				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Contracts Below $114,800

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at $114,800. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and/or contract requests have been budgeted for via purchase orders.

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30599	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	$ 2,997.00		
30600	Audacy Operations Inc	Advertising	KVCR	KVCR	$ 3,970.00		
30601	Educating Students Together	Services	SBVC	Student Services	$ 47,000.00		
30602	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	$ 1,710.00		
30603	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	$ 2,426.50		
30604	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	$ 1,894.63		
30605	SFM Consulting Inc	Broadcasting Rights	KVCR	KVCR	$ 1,000.00		
30606	Conectado Inc	Services	SBCCD	Student Services	$ 11,250.00		
30607	GWF USA Inc	Professional Services	SBCCD	Facilities	$ 10,000.00		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30608	Telestream LLC	Software/Licensing	KVCR	KVCR	$ 20,963.06		
30609	Hyattward Advertising Inc	Services	CHC	Instruction	$ 14,928.00		
30610	Intermex Inc	Bus Rental	SBVC	First Year	$ 2,200.00		
30611	Regents of the University of Michigan	Services	SBVC	Grants	$ 3,000.00		
30612	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	$ 1,750.00		
30613	H&L Charter Co Inc	Bus Rental	SBVC	MESA	$ 1,450.00		
30614	25th Hour Communications Inc	Services	CHC	Marketing	$ 15,000.00		
30615	G/M Business Interiors	Services	CHC	Instruction	$ 3,376.85		
30616	Nova Information Group	Consultants	DSO	TESS	$ 22,000.00		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
24779	CCC Chancellor Office	Income - Amendment 05	SBVC	Grants		$ 2,165,827.75	$ 139,393.00
30618	My Little Carnival Inc	Rental	SBVC	Counseling	$ 2,875.04		
30619	Citadel Environmental Serv Inc	Services	SBVC	Admin Services	$ 16,800.00		
30620	Sierra Lakes and Company LLC	Rental	KVCR	KVCR	$ 18,560.18		
30622	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	$ 1,950.00		
30623	H&L Charter Co Inc	Bus Rental	CHC	MESA	$ 2,550.00		
30624	Mitsubishi Electric Power Products	Repairs	DSO	TESS	$ 1,209.01		
30625	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	$ 1,322.50		
30626	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	$ 1,322.50		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30627	H&L Charter Co Inc	Bus Rental	SBCCD	College Corp	$ 2,340.00		
30628	Empire Waterproofing Inc	Building Improvement	CHC	Facilities	$ 58,755.00		
30629	Doctor Jon Paul LLC	Speaker Agreement	CHC	Student Services	$ 6,000.00		
30630	Redlands Christian Schools	Income - Facilities Use	CHC	Facilities		$ 700.00	
30631	Amazon.com Services LLC	Broadcasting Rights	KVCR	KVCR	No Cost		
30632	H&L Charter Co Inc	Bus Rental	SBVC	First Year	$ 860.00		
30633	DC Architects	Services	CHC	Admin Services	$ 34,025.00		
30634	Caliber Construction Inc	Building Improvement	DSO	Facilities	$ 10,000.00		
30635	N2N Services Inc	Software/Licensing	DSO	TESS	No Cost		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30637	DropBox Inc	Software/Licensing	SBVC	Film & Media	$ 11,606.40		
30638	R Dependable Construction Inc	Building Improvement	SBVC	Child Center	$ 8,299.00		
30639	San Manuel Band of Mission Indians	Income - Grant	KVCR	KVCR		$ 2,399,930.00	
30640	Chico State Enterprises	Income - Grant	SBVC	Grants		$ 171,880.00	
30641	San Bernardino International Airport Authority	Income Training Agreement	SBCCD	EDCT		$ 25,000.00	
30642	Vaughn-Hampton, Brenden	Services	CHC	Theatre	$ 2,500.00		
30643	Audacy Operations Inc	Advertising	KVCR	KVCR	$ 3,970.00		
30644	N2N Services Inc	Software/Licensing	DSO	TESS	No Cost		
30645	Riverside CCD	Income	SBCCD	EDCT		$ 4,000.00	

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30646	Riverside CCD	Income	SBCCD	EDCT		$ 61,421.00	
30647	Riverside CCD	Income	SBCCD	EDCT		$ 335,454.00	
30648	Konica Minolta	Maintenance Agreement	SBCCD	EDCT	$ 7,195.68		
30649	Axios HQ	Software/Licensing	SBCCD	TESS	$ 6,250.00		
30650	Vital Records Control	Software/Licensing	SBVC	Student Life	$ 1,028.60		
30651	Intermex Inc	Bus Rental	CHC	Student Services	$ 1,480.00		
30652	Titan Tent & Event Rentals	Rental	SBVC	Transfer Center	$ 3,752.20		
30653	Foundation for California Community Colleges	Services	SBVC	Student Life	$ 2,600.00		
30654	Hyattward Advertising Inc	Services	CHC	Student Services	$ 8,970.00		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30655	H&L Charter Co Inc	Bus Rental	SBVC	First Year	$ 860.00		
30656	Stratiscope Inc	Consultants	SBCCD	Facilities	$ 7,500.00		
30657	Munroe, Michael dba Macro Development	Services	SBCCD	EDCT	$ 15,000.00		
30658	Morics, Steven	Performer	SBVC	Theatre	$ 900.00		
30659	Self-Governance Communication & Education Tribal Consortium	Broadcasting Rights	KVCR	KVCR	$ 32,000.00		
30660	Sky Blue Technologies Inc	Software/Licensing	KVCR	KVCR	$ 7,837.00		
30661	Party Plus Rentals	Rental	SBVC	Student Services	$ 3,146.60		
30662	Growing Inland Achievement Inc	Services	SBCCD	College Corp	$ 40,000.00		
30663	San Bernardino Regional Emergency Training Center	Facility Use	SBVC	Police Academy	No Cost		

Contracts Below $114,800

Presented for Information March 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30664	Foundation for California Community Colleges	Income - Grant	SBVC	CalWorks		$ 553,278.52	
30664	Foundation for California Community Colleges	Income - Amendment 01	SBVC	CalWorks		$ 625,426.33	$ 72,147.81
30666	Redlands Unified School District	Income - Facilities Use	CHC	Pool		$ 2,500.00	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications

PREPARED BY: Tammy Mathis, District Director of Grants

DATE: March 13, 2025

SUBJECT: Districtwide Grant Submissions and Awards

RECOMMENDATION

This item is for information only.

OVERVIEW

Between July 1, 2024, and January 28, 2025, the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success.

By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

ANALYSIS

- **Grant Application Period**: 30 applications were submitted districtwide from July 1, 2024, through January 28, 2025.

- **Total Grant Funding Applied**: $13,061,945.20 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.

- **Grants Awarded**: Grants awarded totaling $2,237,017

- **Grants Awaiting Awards**: 12 grants pending for a total of $10,774,928.20 in fiscal year 2024-25

- **Thank You to Funding Partners:**
  - Foundation for California Community Colleges: (2) $10,000 awards
  - Inland Empire Community Foundation (Black Voices): $20,000
  - The Governor’s Office of Planning and Research: 449,400
  - California Community College Chancellor’s Office (Nursing) $179,053
  - California Community College Chancellor’s Office (MC/HS) $131,142
  - Fred Rogers Inc.: $10,000
  - Inland Empire Community Foundation (Journalism Hub+: $25,000

- California Endowment: $50,000
- Edison SBVC (STEM): $25,000
- Edison SBVC (Clean Energy) $50,000
- SoCal Gas $20,000
- Amazon: $10,000
- CSUSB Local Subaward: $35,534
- Chico State Subaward: $171,888
- CA Department of Healthcare Access and Information: $810,000
- Edison CHC $25,000 (STEM)
- Edison CHC $25,000 (Fire Academy)
- California Community College Chancellor's Office - $200,000 (Institutional Effectiveness CHC)

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

If awarded, these grants would provide a significant financial influx into the district.

Date: February 13, 2025

To: SBCCD Board of Trustees

From: Tammy Mathis, District Director of Grants

Reviewed by: Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications

RE: **FY 2024-25 Grant Updates**

Executive Summary:

- **Grant Applications Submitted:** SBCCD, EDCT, CHC, SBVC and KVCR have collectively applied for 29 grants in FY 24/25 totaling $12,861,945.20
- **Total Grants Awarded: $ 2,037,017**
- **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

IECF Grant – Production of Black Voices

Purpose:
This grant was written to support African American artists in the media industry, providing them with the resources and support needed to explore stories relative to cultural influence.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** $20,000
- **Lead Entity –** KVCR
- **Application Submitted** – March 30, 2024
- **Application Status** – Awarded $20,000

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.

- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.

✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
- **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.

✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
- **Supporting Action 1:** Strengthen a culture of inclusion.

Extreme Heat and Community Resilience Program – Sm. Implementation

Purpose:
This grant was written to provide heat relief to San Bernardino Valley College through the addition of shaded cooling areas near the campus center with a pagoda, table, trees and benches with charging stations as well as hydration station water-bottle refilling areas throughout campus.

- **Grantor:** Governor's Office of Planning and Research
- **Application Amount:** $449,400
- **Lead Entity –** SBCCD
- **Application Submitted** – May 7, 2024
- **Application Status** – Awarded $449,400

Alignment with Educational Master Plans:

✓ **CHC Strategic Direction 1:** Increase Student Enrollment
- **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.

✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
- **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.

✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
- **Supporting Action 1:** Strengthen a culture of inclusion.

Nursing Enrollment Growth and Retention Grant

Purpose: The Nursing Enrollment Growth and Retention program grants awarded to selected California Community Colleges are intended for the expansion of nursing program cohorts, reduce attrition, and increase completion.

- **Grantor:** CCCCO
- **Lead Entity –** SBVC
- **Application Amount:** $179,053
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Middle College High School Grant

Purpose: The goal of this program is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus to reduce the likely hood they will drop out of school prior to graduation.

- **Grantor:** CCCCO
- **Lead Entity –** SBVC
- **Application Amount:** $131,142
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment

- **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.

✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
- **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.

✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
- **Supporting Action 1:** Strengthen a culture of inclusion.

Be My Neighbor Grant

Purpose: This grant was written to support our KVCR PBS Kids Camp in April of 2025.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** $10,000
- **Lead Entity**: KVCR
- **Submitted:** November 2024
- **Application Status: Awarded $10,000**

Alignment with Educational Master Plans:

✓ **CHC Strategic Direction 1:** Increase Student Enrollment
- **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.

✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
- **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

Journalism Hub+

Purpose: This grant provides support for KVCR to work with other media organizations to increase news coverage and cross-share stories, training and editing.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** $25,000
- **Lead Entity**: KVCR
- **Submitted:** October 2024
- **Application Status: Awarded $25,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

CA Endowment Grant

Purpose: This grant provides money to work with local high schools to create short documentaries and learn about filming, lighting and creating stories. This exposes them to multiple areas of film and television career pathways.

- **Grantor:** CA Endowment
- **Application Amount:** $50,000
- **Lead Entity**: KVCR
- **Application Status: Awarded $50,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

Foundation for CA Community Colleges Line Fire Grant - CHCF

Purpose: This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** Crafton Hills College Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Foundation for CA Community Colleges Line Fire Grant - SBVCF

Purpose: This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Edison Foundation – SBVC STEM Scholarships Grant

Purpose: This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – SBVC Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $50,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

SoCal Gas Company - Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** SoCal Gas Company Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $20,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and

Hispanic/Latinx courses and programs.

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Amazon Foundation Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Amazon
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Pathways to Success Grant

Purpose: This grant creates opportunities in the fields of Arts and Humanities. It is a sub-award from CSUSB and provides stipends to students for projects that they have undertaken. Stipends to faculty are also provided through this grant for mentoring, workshops and experiential learning opportunities.

- **Grantor:** CSUSB Sub-Award
- **Lead Entity –** SBVC
- **Application Amount:** $35,534
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

CalFresh Grant

Purpose: This grant is a reimbursable grant to support basic needs services and is a 3-year allocation.

- **Grantor:** Chico State Sub-Award
- **Lead Entity –** SBVC
- **Application Amount:** $171,888
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups

and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.

Song-Brown Healthcare Grant

Purpose: This grant provides funding for the training of RN's in areas of unmet need, aiming to empower nursing students with the tools, support and resources necessary to excel in their academic pursuits and professional endeavors.

- **Grantor:** California Department of Healthcare Access and Information
- **Lead Entity –** SBVC
- **Application Amount:** $810,000
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – CHC STEM Scholarships Grant

Purpose: This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – CHC Fire Academy Grant

Purpose: This grant supports the Fire Academy at Crafton Hills College

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.

TRIO Student Support Services

Purpose: The TRIO Student Support Services Grant is a 5-year cycle. DOE adjusts funding year by year.

- **Grantor:** US Department of Education
- **Lead Entity –** SBVC
- **Application Amount:** $361,922 for year 1
- **Application Submitted:** 7/15/24
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.

CPB Next Generation Warning System Grant

Purpose: Enhance capacity of local broadcast stations to receive, broadcast, and redistribute emergency alert messages from the Integrated Public Alert & Warning System using IPAWS Specification for Common Alerting Protocol (CAP); and Enhance technology infrastructure to ensure local public broadcast stations can launch new, enhanced broadcast services, that improve and expand the distribution of public alerts and warnings.

- **Grantor:** Climate Prediction Center (CPC)
- **Application Amount:** $706,968
- **Lead Entity –** KVCR
- **Application Submitted** – Sept 11, 2024
- **Application Status** – Waiting an Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
  - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Swipe out Hunger Grant

Purpose: This grant would allow Valley College to fund staff and extend hours for the basic needs department.

- **Grantor:** Swipe Out Hunger USA
- **Lead Entity –** SBVC
- **Application Amount:** $6,000
- **Application Submitted** – 9/18/24
- **Application Status** – Waiting on Award

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student

employment opportunities.

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

US EPA Community Change Grant – Track 1

Purpose: Partnership opportunity w/ City of San Bernardino and multiple local entities. This clean technology and affordable housing grant focused on additional funding for SBVC's ZEV Technician and EV Charging Station Tech programs.

- **Grantor:** US Environmental Protection Agency (EPA)
- **Lead Entity –** City of San Bernardino/Partnership with SBCCD
- **Application Amount:** $1,000,000 Partnership Subcontract Award
- **Application Submitted** – 9/4/24
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

CA Humanities Grant

Purpose: This grant is for the development of a documentary entitled "Lopez vs

Seccombe." This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Humanities
- **Application Amount:** $50,000
- **Lead Entity –** KVCR
- **Application Submitted** – October, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Thrive Inland SoCal Catalyst Fund

Purpose:
This grant would provide for the expansion of a new 5-person work crew program into Rialto with associated equipment and transportation.

- **Grantor:** Thrive
- **Application Amount:** $931,451.20
- **Lead Entity –** EDCT
- **Application Submitted** – October 18, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.

    - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

Public Works and Economic Adjustment Assistance Grant

Purpose:
This grant would provide for additional classroom space and infrastructure improvements at the EDCT campus site.

- **Grantor:** US EDA
- **Application Amount:** $6,125,000
- **Lead Entity –** EDCT
- **Application Submitted** – November 15, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

Regional Activity Fund – AI Bootcamp

Purpose:
This grant was written in partnership with San Bernardino Valley College, Crafton Hills College and Copper Mountain College to provide for an AI Bootcamp with certification for campus instructors, administrators and students.

- **Grantor:** Inland Empire Desert Regional Consortium
- **Application Amount:** $50,000
- **Lead Entity –** SBCCD
- **Application Submitted** – December 10, 2024
- **Application Status** – Application Declined

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Foster Youth College Access Demonstration Grant – SBVC

Purpose: This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- **Grantor:** CCCCO
- **Application Amount:** $180,000
- **Lead Entity –** San Bernardino Valley College
- **Application Submitted** – December 20, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

Foster Youth College Access Demonstration Grant – CHC

Purpose: This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- **Grantor:** CCCCO
- **Application Amount:** $180,000
- **Lead Entity –** Crafton Hills College
- **Application Submitted** – December 20, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

LA84 Foundation

Purpose: This grant is for community outreach (athletics) at SBVC

- **Grantor:** LA84 Foundation
- **Application Amount:** $135,000
- **Lead Entity –** San Bernardino Valley College Foundation
- **Application Submitted** – January, 2025
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

National Endowment for the Humanities

Purpose: This grant will fund to create the documentary Succombe vs. Lopez for KVCR TV and radio station.

- **Grantor:** National Endowment for the Humanities
- **Application Amount:** $698,587
- **Lead Entity –** KVCR
- **Application Submitted** – January 7, 2025
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students,

employees, and the broader community.
    - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

California Local News Fellowship Program

Purpose: California newsrooms are a vital part of the California Local News Fellowship program, a state-funded initiative to support and strengthen local reporting, focusing on underserved communities. We have asked for funding for two reporters – one for KVCR and one for FNX for the duration of two years.

- **Grantor:** California Local News Fellowship
- **Application Amount:** No specific amount (approx. 400K)
- **Lead Entity –** KVCR
- **Application Submitted** – January 4, 2025
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director of Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate for June 30, 2025, decreased by $155,796 to $82,561,605 from the previous estimate of $82,717,401. The cash balance remained relatively consistent with the previously projected amount with a small decrease caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.

General Fund Cash Flow Analysis – Restricted & Unrestricted
Fiscal Year 2024-2025

(as of February 11, 2025, rounded to the nearest $1,000)

								PROJECTED						
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	82,796	88,219	77,997	82,313	77,846	71,827	88,150	84,121	107,058	106,217	98,882	92,339		
Receipts														
Federal		186	4	5	53	135	192	985	178	-5	101	1,020		2,854
State	13,261	8,157	13,652	7,282	7,800	42,359	7,276	17,955	15,504	9,282	8,493	5,043		156,066
Local	6,309	699	4,522	1,189	-932	31,849	6,177	2,675	369	2,269	5,806	428		61,359
Interfund Transfer & Sale of Assets					3,253	29	-28	5,407			354	7,575		16,591
Accounts Receivable/Accruals	-3,045	438	3,090	5,345	1,337	-6,877	787	671	-65	-154	-505	659		1,681
Total Receipts	16,525	9,480	21,268	13,821	11,511	67,496	14,405	27,692	15,986	11,392	14,249	14,726		238,552
Disbursements														
Academic Salaries	10	5,227	5,071	5,905	5,912	3,983	5,442	5,038	5,786	5,846	5,914	10,480		64,612
Classified Salaries	3,304	3,643	3,690	4,149	4,000	3,740	3,964	3,737	4,050	5,002	4,240	4,835		48,354
Benefits	1,699	3,102	3,189	3,419	3,583	-673	3,382	3,571	2,484	4,168	5,544	5,346		38,814
Supplies & Materials	136	195	119	262	216	27	199	163	211	613	367	493		3,001
Other Operating Exp	2,486	1,221	2,374	2,580	2,026	-276	3,407	2,807	3,181	1,674	1,997	5,901		29,376
Capital Outlay	521	-45	768	212	277	127	259	146	370	466	1,189	9		4,298
Other Outgo	1,099	589	2,054	1,833	1,794	2,610	1,295	1,962	793	894	1,560	3,668		20,149
Longterm Post-Employment Benefits	-5	-7	-7	-7	-7	-7	11	17	-8	-8	31	5		8
Accounts Payable/Accruals	1,853	5,778	-306	-64	-271	41,644	475	-12,684	-41	73	-48	-6,234		30,176
Total Disbursements	11,103	19,702	16,953	18,288	17,529	51,173	18,434	4,755	16,827	18,727	20,793	24,503		238,786
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467	-6,018	16,322	-4,029	22,937	-840	-7,335	-6,544	-9,777		
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	71,827	88,150	84,121	107,058	106,217	98,882	92,339	82,562		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Dana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Lexipol Policy and Procedure: 1023 Personal Appearance Standards

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The Lexipol Policy and Procedure: 1023 Personal Appearance Standards is being submitted to the Board of Trustees for their perusal.

ANALYSIS

The Lexipol Policy and Procedure: 1023 Personal Appearance Standards will provide a ready reference of rules, procedures, and guidelines for all SBCCD Police Personnel to assist them in the proper procedures of their duties and responsibilities.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment.

1023.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1023.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1023.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.2.4 FACIAL HAIR

Sworn and non-sworn personnel are permitted to wear goatees and beards subject to the following guidelines:

(a) The beard will follow the jawline and will be kept neatly trimmed and clean at all times and not more than one-half (1/2) inch in length at its longest point.

(b) All beards must be of the natural color and no exotic patterns or styles are allowed. No portion of the beard or mustache may be longer than the rest. Any facial hair other than that defined as a goatee with mustache or beard, such as a goat patch, soul patch, chinstrap beard, goatee without a mustache, mutton chops, Balboa, chin curtain, Van Dyke beard, or chin puff, are strictly prohibited.

(c) Beards must be trimmed both above and below and shall not be permitted below the Adam's apple or on the neck nor up onto the cheek under the eye.

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(d) Employees are encouraged to begin growing out their beards during their off time so as not to present an unshaven look while on-duty. Individuals will not be permitted to maintain shabby appearances as a result of simple failure to shave.

(e) An employee's immediate supervisor shall have the responsibility of enforcing these guidelines.

Any dispute will be submitted to the Chief of Police whose decision will be final and not subject to grievance. The Chief of Police maintains authority to require to be clean shaven for a department function as he/she deems necessary.

1023.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1023.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the Department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the ear.

(c) One ring or ring set may be worn on each hand of the Department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.3 TATTOOS

It shall be the policy of the San Bernardino Community College District Police Department to allow visible tattoos and/or brandings by on-duty employees.

1023.3.1 DEFINITIONS

Definitions related to this policy include:

Tattoo - Marking of the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.

Cosmetic Tattoos- A cosmetic technique that employs tattoos as a means of producing designs that resemble makeup, such as eyeliner, eyebrow darkening, and other permanent coloration of the skin of the face, lips, and eyelids. Cosmetic tattoos shall not be considered tattoos for the purposes of this policy so long as they would not constitute a violation of any other Department policy if they had been applied using a temporary technique such as conventional makeup.

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Medical Tattoos - A tattoo applied for medical purposes (i.e., as a warning that the patient suffers from a chronic disease or as a "marker" to aid medical personnel in performing a medical procedure).

1023.3.2 GENERAL

Employees may display tattoos and/or brandings in the workplace; however, they are prohibited from displaying tattoos and/or brandings on the face, neck, or hands (an exception is reserved for single-finger ring tattoos, which must not extend beyond where a ring would normally rest on the finger, between the lowest knuckle and the hand. Ring tattoos must be band-style around the finger and no greater than 1/4 inch in width). Scarification and intentional disfigurement are prohibited. Permanent cosmetic tattoos and medical tattoos are exempt from this policy.

Employees shall not display tattoos and/or brandings that are inappropriate. Inappropriate tattoos and/or brandings may include, but are not limited to, those that exhibit or advocate discrimination toward gender, race, religion, sexual orientation, ethnicity or national origin, gang affiliation, supremacist or extremist group affiliation, drug use, nudity, sexually explicit acts, or other obscene material. 5. Employees who display a tattoo and/or branding viewed as inappropriate by a Supervisor (Watch Commander) must conceal the tattoo and/or branding. The Supervisor (Watch Commander) shall direct the employee to cover up the tattoo and/or branding in question. The employee may appeal the decision by submitting a memo, along with the photo of the tattoo in question to the Chief of Police or designee. The final authority, if a tattoo and/or branding is inappropriate, rests with the Chief of Police or designee. The tattoo and/or branding in question shall remain covered up during the appeal process.

Tattoos and/or brandings viewed as inappropriate shall be concealed by wearing a long sleeve uniform shirt or black or skin-colored sleeve. Employees shall have discretion as to how tattoos and/or brandings are covered provided no other policy is violated in doing so.

Exemptions or modifications to this policy must be approved by the Chief of Police.

1023.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth

(d) Branding or scarification.

1023.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 11, 2025

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding a Remote Work Schedule ("RWS") for the period of July 1, 2025, through June 30, 2026.

For purposes of this Memorandum of Understanding, "permanent unit member" shall mean completion of their probationary period in their current classification and/or in the classification for which they were selected for an out-of-class assignment.

1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The immediate supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the permanent unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.

2. A permanent unit member with an approved RWS must sign an individual RWS agreement.

3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.

    a. In general, positions that may be considered for RWS arrangements meet the following criteria:
        i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department
        ii. Does not create an undue burden on efficient daily operations or office staffing needs
        iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in the workload

    b. These types of positions are not eligible for 100% remote work:

i. Involving any face-to-face customer service as part of their primary duties;
ii. Involving any interaction with, and improvement to, campus/site facilities;
iii. Involving any-face-to-face interaction with or direction of student workers, vendors, professional experts, or any other consultants as part of their primary duties; and
iv. Require specialized equipment, supplies, or materials available only at the worksite.

4. Permanent unit members may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.

5. RWS is not a substitute for dependent care. While performing work duties remotely, permanent unit members are expected to have dependent care arrangements in place.

6. If a permanent unit member is to work remotely as an accommodation for medical or disability reasons, the immediate supervisor will consult with the Office of Human Resources prior to initiating the request and before terminating the remote work agreement.

7. Permanent unit members must have a work history that demonstrates efficient work without close supervision, maintain regular communication, and collaborate effectively in a remote work environment; in addition, the unit member must have received, at minimum, a satisfactory in all evaluation measures on the unit member's last performance evaluation.

8. Permanent unit members shall be available for communication and contact during remote work as they normally would be if working at their regularly assigned place of employment. Permanent unit members and their immediate supervisors shall agree on how their communications shall be handled. During the agreed upon work schedule, it is expected that the participating permanent unit member shall be available for contact by phone and/or e-mail, and may be asked to report to their regularly assigned place of employment on an arranged schedule.

9. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Permanent unit members who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.

10. Permanent unit members can discontinue RWS at any time and return on-site.

11. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of the individual RWS agreement, or based on the operational needs of the department. On any given day, a permanent unit member may be temporarily called into the physical work location if operational needs require their presence and if provided reasonable advance notice as described in the department's written communication plan (unit members will be provided with no less than three (3) hours notice).

12. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2026 and shall be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll, Police Services and Health and
Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Cedrick Wrenn, Team Member

Kevin Limoges

Kevin Limoges, Team Member

Yendis Battle, Team Member

HUMAN RESOURCES
550 E. Hospitality Lane Suite 200
San Bernardino, CA 92408
www.sbccd.edu

Remote Work Schedule Request Form/Agreement

Employee Name:	
Site/Department:	
Primary Phone:	
Remote Work Address:	
Remote Work Schedule Start Date:	Remote Work Schedule End Date*:

Requested Remote Work Hours per Day/Week:

M-F Remote Hours:

	Start Time	End Time	Total Hours
Monday	:	:	
Tuesday	:	:	
Wednesday	:	:	
Thursday	:	:	
Friday	:	:	

M-F Location Hours:

	Start Time	End Time	Location
Monday	:	:	Choose an item.
Tuesday	:	:	Choose an item.
Wednesday	:	:	Choose an item.
Thursday	:	:	Choose an item.
Friday	:	:	Choose an item.

Remote Work Schedule ("RWS") arrangements are appropriate for positions with job-specific duties that allow for remote work, and when certain factors coexist to create a reasonable certainty that the RWS work arrangement will be successful. Management will not deny a request for an RWS arrangement for arbitrary or capricious reasons.

If my request is accepted, I agree to the following concerning my remote work location:

- I will provide the address of my remote work location from which I will be conducting the remote work to my immediate supervisor. Remote work from any other location than that provided to the immediate supervisor is strictly prohibited.
- The remote work location must be located within a two (2) hour drive of my physical work location.
- I will ensure that my remote work location is private (non-public) and free from distraction.
- If safety or ergonomic issues arise, I agree to provide access to my remote work location to Risk Management, upon forty-eight (48) hours of notice.
- I will maintain a safe and hazard-free workspace in my remote work location.

- I agree to maintain a homeowner or renter insurance policy prior to commencing remote work and will continue to maintain the policy in good standing in an amount equal to or greater than $100,000.
- I will not leave District work, materials, information, etc., in a format that would be available or visible to others.

If my request is accepted, I further agree to the following conditions:

- On any given day, I may be temporarily called into the physical work location if provided reasonable advance notice as described in the department's written communication plan (notice shall be no less than three (3) hours).
- Any equipment such as ergonomic equipment, laptops, etc., that is provided to me to perform my normal work duties, remains the property of the District and is to be returned upon request. Additionally, I agree to properly secure the equipment and maintain the equipment in working order. The District is not responsible for reimbursing me for any costs associated with working from home if the resource is available at the physical work location (e.g., telephone, internet service.)
- All work done during a remote work period remains the property, both intellectual and otherwise, of the District.
- I will submit requests for leave in accordance with the Collective Bargaining Agreement, board policies, and administrative regulations in the same manner as if I were absent from the District's physical work location. In the event that I will not be available during normal work hours on a normal workday, I must notify District, in accordance with the Collective Bargaining Agreement.
- I am expected to abide by all District policies and Work Rules while working remotely.
- While working remotely, I am expected to maintain the volume and quality of work expected of my classification working at a District physical site.
- I will adhere to work hours and lunch and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior supervisor approval.
- Overtime is subject to prior supervisor approval. Any employee who works overtime without prior supervisor approval may be subject to discipline.
- I will provide a copy of my driver's license and car insurance information to the District as I may need to transport equipment between the remote work location and the District's physical work location.
- I understand that I may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
- I will be available for communication and contact during remote work as if I normally would be if working at my regularly assigned place of employment. Additionally, I understand that it is expected that I will be available for contact by phone and/or e-mail, and may be asked to report to my regularly assigned place of employment on an arranged schedule.
- I understand that RWS is not a substitute for dependent care; therefore, while performing work duties remotely, I am expected to have dependent care arrangements in place.

Remote work agreement:

I have read, understand, and agree to abide by this Remote Work Agreement.

I further understand and agree that this Agreement may be terminated by the District upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of this agreement, or based on the operational needs of the department.

I agree that this Agreement will expire no later than June 30, 2026.

By signing below, I further acknowledge and certify that I have an ergonomically safe and efficient work environment in the approved remote work location.

Employee Name (Print) | Employee Signature | Date

[This section is to be completed by the immediate supervisor]

Approved: ☐ Denied: ☐ Modified: ☐

Reason for denial/modification:

Modified Remote Work Hours per Day/Week:

M-F Remote Hours:

	Start Time	End Time	Total Hours
Monday	:	:	
Tuesday	:	:	
Wednesday	:	:	
Thursday	:	:	
Friday	:	:	

M-F Location Hours:

	Start Time	End Time	Location
Monday	:	:	Choose an item.
Tuesday	:	:	Choose an item.
Wednesday	:	:	Choose an item.
Thursday	:	:	Choose an item.
Friday	:	:	Choose an item.

Site/Department Supervisor Signature | Date

Human Resources | Date

District Equipment to be Used at the Remote Worksite:

Description	Asset Number

Cc: Personnel File

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 11, 2025

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The District is reorganizing the Institutional Advancement Department at Crafton Hills College. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. Effective January 1, 2025, Carrie Audet, Development Coordinator, Range 45 Step F, 8 hours/260-day work year in the Institutional Department at CHC, will be reorganized into the classification of Assistant Director of Development, Range 12 Step A, 8 hours/260-day work year. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

2. The work performed by the Development Coordinator classification will stay within the unit. Additionally, the District will recruit for the vacant Development Coordinator position by following the process outlined in Article 15: Vacancies, Transfers, Voluntary Demotions, In-house or Promotional Only Recruitments of the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll, Police Services and Health and
Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 11, 2025

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

Schedule Change: Administrative Services - SBVC

In accordance with **Article 6.4 regarding Permanent Changes to Work Schedules,** the Parties have reached an agreement concerning the following employees within the Administrative Services Department: (1) Daniel Baeza, (2) Devyree Sellar, and (3) Dione Nevin. Their permanent work schedules will be adjusted as outlined below. The effective date for the new permanent schedule will be **Monday, February 24, 2025**.

a. Incumbent, Daniel Baeza's work schedule will be changed as follows:
   From: Monday – Friday 7:30 a.m. to 4:00 p.m.
   To: Monday – Friday 7:00 a.m. to 3:30 p.m.

b. Incumbent, Devyree Sellars' work schedule will be changed as follows:
   From: Monday – Friday 7:30 a.m. to 4:00 p.m.
   To: Monday – Friday 7:00 a.m. to 3:30 p.m.

c. Incumbent, Dione Nevins' work schedule will be changed as follows:
   From: Monday – Friday 7:30 a.m. to 4:00 p.m.
   To: Monday – Friday 7:00 a.m. to 3:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll, Police Services and Health and
Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 18, 2025

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties met in reference to unit members who were Y-Rated as a result of the 2021 Classification Study and agree to the following:

Background:

The Parties conducted a Classification and Compensation Study in 2021 to review existing job descriptions, and where applicable, update all existing job descriptions by bringing the scope, duties, and range to current standards while achieving median compensation ranges. As a result of this analysis, it was discovered that there were unit members who exceeded the prescribed placement on the newly adjusted salary schedule and who needed to be adjusted in alignment with this study's agreed upon findings'; therefore, a Memorandum of Understanding ("MOU") was entered into by both Parties which:

- Placed a Y-rating on unit members who exceeded the compensation levels prescribed by the study, freezing them at their current compensation rates.
- Made Y-rated unit members ineligible for any salary adjustments (e.g., pay increases, cost of living adjustments, or any other increases) until a time that all unit members in their respective classifications had been brought into alignment with prescribed compensation levels.
- Prevented Y-rated unit members from experiencing any loss of pay due to being adjusted to a lower range, and
- Provided specific conditions for Y-rated unit members to have this rating lifted, thus making them re-eligible for salary increases and scheduled step advancements.

Developments:

With the negotiation and ratification of the 2025 Wages Agreement, which effectively adjusts compensation levels for CSEA unit members across the District, Y-rated unit members have met the criteria described in the January 1, 2022, Y-Rating MOU for removal of this rating freeze:

> *At such time that the unit member's frozen salary will be surpassed by the lower classification maximum salary, the unit member will be placed on the closest step of the new/lower applicable range that does not result in a loss of pay.*

It is acknowledged by both Parties that the following unit members have met this condition and will have this Y-rating lifted. Effected unit members will again be eligible for all wage and salary adjustments (e.g., step increases, cost of living adjustments, or any other increase) upon the ratification and adoption of the 2025 Wages MOU.

- Shari Blackwell
- Laura Gowen
- Michele Jeannotte
- Erika Menge
- Laura Van Genderen

Resolution:

All unit members who were Y-rated as of July 1st, 2024, shall be placed on the appropriate step that does not result in a loss of pay , including Y-Rated difference, effective July 1, 2024.

Any unit member who has had an anniversary on or after July 1st, 2024, will be moved to the next applicable step as of the anniversary date.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll, Police Services and Health and
Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: February 13, 2025

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

MEMORANDUM OF UNDERSTANDING
By and Between
San Bernardino Community College District Teachers Association
And San Bernardino Community College District
Participatory Governance Task Force

WHEREAS: San Bernardino Valley College (SBVC), hereafter referred to as "the College," has established a Participatory Governance Task Force to work on the development of the Participatory Governance structure and handbook; and

WHEREAS: The Task Force's work was initially intended to be completed without specific time allocations, but additional time commitments are now necessary to expedite the completion of the project and meet the revised timeline;

IT IS THEREFORE AGREED THAT:

The time commitment for Task Force members will not exceed a combined total of 1.0 Full-Time Equivalent (FTE) each semester, with the allocation being the following:

- Faculty Representatives .20 reassigned time
- Faculty Co-Lead .40 reassigned time

If additional time, resources, or adjustments to the time commitment are required, San Bernardino Community College District Teachers Association (SBCCDTA) and the District agree to renegotiate the terms of this MOU.

This MOU will sunset May 23, 2025. The parties agree the reassigned time allocations will be reevaluated prior to the sunset date.

For SBCCD:

Kristina L Hannon (Feb 9, 2025 14:43 PST)

Date: 2-9-25

Kristina Hannon
Vice Chancellor, Human Resources & Police Services,
SBCCD Lead Negotiator

For SBCCDTA:

Jamie Salyer
Jamie Salyer (Feb 9, 2025 13:51 PST)

Date: 2-9-2025

Jamie Salyer
SBCCDTA Lead Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services

PREPARED BY: Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness

DATE: March 13, 2025

SUBJECT: Memorandum of Understanding (MOU) Between Inland Empire Health Plan (IEHP) and San Bernardino Community College District

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

The purpose of this agreement is to enhance equitable access to healthcare services for SBCCD students through support in the application and enrollment processes for Medi-Cal programs. Both parties are fully committed to collaborative efforts and strategic initiatives designed to ensure that students can effectively leverage these programs to enhance their overall well-being and academic success.

ANALYSIS

The MOU aims to eliminate barriers to students accessing essential healthcare services, which is crucial for their academic success. By facilitating easier access to medical, mental health, and wellness resources, this agreement will create a supportive environment that enables students to thrive in their studies. Additionally, the MOU will reinforce SBCCD's position as a proactive leader and collaborative partner in addressing critical regional challenges related to student health services, ensuring that the needs of the student population are met effectively and efficiently.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success.
2. Be a Leader and Partner in Addressing Regional Issues.

FINANCIAL IMPLICATIONS

There are no financial implications.

Docusign Envelope ID: A5BC6850-AABD-4198-B04C-875D989EBA8E

IEHP
We heal and inspire the human spirit.

MEMORANDUM OF UNDERSTANDING

BETWEEN

INLAND EMPIRE HEALTH PLAN

AND

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Docusign Envelope ID: A5BC6850-AABD-4198-B04C-875D989EBA8E

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into by and between Inland Empire Health Plan ("IEHP"), a local public entity of the State of California, and San Bernardino Community College District ("DISTRICT"), with references to the following facts:

WHEREAS, DISTRICT and IEHP desire to promote equitable access to healthcare to CONTRACTOR's students; and

WHEREAS, DISTRICT and IEHP will assist students with application and enrollment assistance into the Medi-Cal and CalFresh programs; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. SERVICES

Both parties shall provide the services, and agree to the obligations, as set forth in Attachment A.

2. PERIOD OF PERFORMANCE

The term of this Agreement shall become effective upon date of last signature and shall continue in effect for an initial term of one (1) year with an additional year upon mutual agreement, as identified with an approved addendum. Either party has the option to terminate the agreement as specified in Section 7 (TERMINATION PROVISION).

3. COMPENSATION

No compensation will be exchanged between the parties.

4. INDEPENDENT CONTRACTOR

It is understood and agreed that the parties are an independent contractor and that no relationship of employer-employee exists between the parties hereto. Neither party's officers, agents, employees or subcontractors, shall be entitled to any benefits payable to employees of the other party, including Workers' Compensation Benefits.

Docusign Envelope ID: A5BC6850-AABD-4198-B04C-875D989EBA8E

5. INDEMNIFICATION

Both parties shall indemnify, and hold harmless, its officers, employees and agents from any liability whatsoever, including wrongful death, based or asserted upon any act or omission of, its employees, subcontractors and agents relating to or in any way connected with the accomplishment of the work or performance of service under this Agreement. As part of the foregoing indemnity, both parties agree to protect and defend at its own expense, including attorneys' fees, its officers, agents and employees in any legal action based upon any such alleged acts or omissions. The terms of this Section shall survive the termination of this Agreement.

6. INSURANCE

Throughout the term of this Agreement, both parties shall maintain, at its sole cost and expense, insurance coverage deemed prudent and customary in the exercise of business operations, in amounts as may be necessary to protect their officers, agents, and employees, as applicable, in the discharge of its responsibilities and obligations under this Agreement.

7. TERMINATION PROVISION

A. Either party may terminate this Agreement, without cause, upon fifteen (15) days written notice served upon the other party.

B. Should either party determine that there is a basis for termination for cause; such termination shall be effected upon five (5) days written notice.

8. NONDISCRIMINATION

This Agreement hereby incorporates by reference the provisions of Title 2, CCR, Sections 11105 et seq., as may be amended from time to time. Both parties agree to comply with the provisions of Title 2, CCR, Sections 11105 et seq., and further agrees to include this Nondiscrimination Clause in any and all subcontracts to perform services under this Agreement.

9. CONFLICT OF INTEREST

Neither party shall have an interest, and shall not acquire any interest, direct or indirect, which will unlawfully conflict in any manner or degree with the performance of services required under this Agreement.

10. PROTECTED HEALTH INFORMATION ("PHI")

To the extent that PHI is shared between IEHP and CONTRACTOR pursuant this Agreement, IEHP and CONTRACTOR are subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), codified at Title 45, C.F.R., Parts 160 and 164, the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009 (HITECH), Public Law 111-5, enacted February 17, 2009, and the laws and regulations promulgated subsequent hereto and as amended, for purposes of services rendered pursuant to the Agreement. The Parties agree to cooperate in accordance with the terms and intent of this Agreement for implementation of relevant law(s) and/or regulation(s) promulgated under HIPAA and HITECH. The Parties further agree that it shall be in compliance with the requirements of HIPAA, HITECH, and the laws and regulations promulgated subsequent hereto and as amended.

11. EXECUTIVE ORDER N-6-22

On March 4, 2022, California Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs all California state agencies and departments to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. All contractors and grantees are obligated to comply with the Economic Sanctions. Accordingly, should the State of California (the State) or IEHP determine RECIPIENT is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. RECIPIENT shall be provided with advance written notice of such termination, allowing RECIPIENT at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State or IEHP.

12. NOTICES

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below, or to such other address(es) the parties may hereafter designate in writing. Delivery and are deemed submitted one day after their deposit in the United States mail, postage prepaid:

IEHP:
Jarrod McNaughton, MBA, FACHE
Chief Executive Officer
10801 Sixth Street
Rancho Cucamonga, CA 91730
(909) 890-2000
Cc: IEHP Legal Department

DISTRICT:
Steven J. Sutorus
Executive Director
550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408
909-388-6911

or to such other address(es) as the parties may hereafter designate, in writing.

13. SEVERABILITY

The provisions of this Agreement are severable, in whole or in part, and if any part is found to be unenforceable, the other parts shall remain fully valid and enforceable.

14. WAIVER

Waiver by either party of any breach of any one (1) or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same term or of any other term herein.

15. GOVERNING LAW; VENUE

A. This Agreement is made and entered into in the State of California and shall be construed under the laws of the State of California excluding its conflicts of law provisions. The provisions of the Government Claims Act (Government Code Section 900, *et seq.*) must be followed first for any disputes under this Agreement.

B. All actions and proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state or federal (if permitted by law and a party elects to file an action in federal court) courts located in the counties of San Bernardino or Riverside, State of California.

16. LIMITATION OF LIABILITY

Without affecting the indemnification obligations set forth in this Agreement, in no event shall either party be liable for consequential, indirect, or incidental damages, including, without limitation, lost profits, arising out of the services provided under this Agreement.

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17. COUNTERPARTS; SIGNATURE

This Agreement may be executed in one or more duplicates or counterparts, any one of which shall be deemed to be the original. The Parties' faxed signatures, and/or signatures scanned into PDF format, shall be effective to bind them to this Agreement.

18. ENTIRE AGREEMENT

This Agreement, including all attachments and manuals, is the entire agreement between the Parties, supersedes all prior agreements, promises, negotiations or representations, either oral or written between the Parties with respect to the subject matter and period governed by this Agreement. This Agreement may not be assigned or delegated, either in whole or in part, amended, changed, terminated or modified in any respect or particular, unless the same shall be in writing and signed by the party charged.

19. COMPLIANCE WITH LAW

The parties shall observe and comply with all applicable local, state and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which is hereby made a part hereof and incorporated herein by reference.

20. CERTIFICATION OF AUTHORITY TO EXECUTE THIS AGREEMENT

Both parties certify that the individual(s) signing below has authority to execute this Agreement on their behalf, and may legally bind them to the terms and conditions of this Agreement, and any attachments hereto.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding in as set forth below.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT:

By: _____

Steven J. Sutorus
Executive Director

Date: 01/28/2025

INLAND EMPIRE HEALTH PLAN:

By: _____
DocuSigned by:
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Jarrod McNaughton, MBA, FACHE
Chief Executive Officer

Date: 2/19/2025

By: _____
DocuSigned by:
Signature on Behalf of
IEHP Governing Board
Approved under
Minute Order 24-096
EB1F4AD25DD84F8...

Chair, IEHP Governing Board

Date: 2/19/2025

Attest: _____
DocuSigned by:
EB1F4AD25DD84F8...

Secretary, IEHP Governing Board

Date: 2/19/2025

Initial
EH

Approved as to Form:

By: _____
Signed by:
4E9529BFACFF4CD...

Anna W. Wang
Vice President, General Counsel
Inland Empire Health Plan

Date: 2/19/2025

Docusign Envelope ID: A5BC6850-AABD-4198-B04C-875D989EBA8E

ATTACHMENT A

SCOPE OF SERVICES

The Equitable Healthcare Access Demonstration Project was designed to enroll uninsured students into Medi-Cal or Covered California. By increasing enrollment, we aim to strengthen students' access to quality health and behavioral health services.

1. DISTRICT Responsibilities:
    a. Provide IEHP with a primary point of contact.
    b. Provide IEHP at least two (2) times a year with an electronic list of current students they have received via a Release of Information (ROI). The list shall contain only student data that is relevant in determining student's Medi-Cal and CalFresh benefit status or potential eligibility, such as customer's name, address, phone number, date of birth, social security number, income (household gross), family size, and number of dependents. The list will be secured and delivered via a Secure File Transfer Protocol (SFTP).
    c. Adhere to all federal, state, and county laws relating to customer confidentiality and data protection, including electronic transmission of customer data and confidential information.
    d. Communicate and work collaboratively with IEHP staff to maximize services to mutual customers, including participating in training to stay up to date on relevant news and program updates.
    e. Contact the designated IEHP point of contact with any concerns or suggestions.
    f. Inform students on the intent of obtaining the ROI.
    g. Obtain the written consent of students for their name, address, phone number and other identifiable information to be released from IEHP to the DISTRICT limited to the student's application status, including whether the application was taken, approved, denied, pending verification or completed with successful enrollment.

2. IEHP Responsibilities:
    a. IEHP will provide aggregate, deidentified and identifiable data to DISTRICT, on enrollment outcomes. The identifiable information on enrollment outcomes for individual students will only be provided after DISTRICT provides a written consent from the student to release information to the DISTRCT from IEHP. Enrollment outcome information includes student application status, including whether the application was taken, approved, denied, pending verification or completed with successful enrollment.
    b. Provide DISTRICT with a primary point of contact and back up.

c. Communicate and work collaboratively with the DISTRICT staff to maximize services to mutual customers, including providing regular program updates, training resources, and marketing materials.
d. Adhere to all federal, state, and county laws relating to customer confidentiality and data protection, including electronic transmission of student and other household member's data and confidential information.
e. Contact DISTRICT Medi-Cal and CalFresh Program representative with any concerns or suggestions.
f. Utilize the data provided by DISTRICT to determine whether each student is currently receiving or may be potentially eligible to receive Medi-Cal and CalFresh benefits. "Potential eligibility" is not determined by a comprehensive review of all household factors and should not be considered a pre-screening. Those who are not deemed potentially eligible may still apply for Medi-Cal benefits and should be encouraged to do so.
g. Utilize data provided by District to assist any student who is potentially eligible for Medi-Cal and/or CalFresh benefits to apply to the appropriate program.

Except as otherwise indicated in this Agreement, the parties shall provide (at their own expense) all equipment, tools, and other materials necessary to provide the services indicated herein.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.

Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 13, 2025

[v.2.13.2025.p.1|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Nguyen, Phong K CHC Health & Wellness Center	Medical Director	07/01/24	06/30/25	$750.00 per semester
Poskitt, Scott D CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/ EMS Specialist	02/18/25	06/30/25	$20.00/ $25.00/ $30.00
Medina, Noemi CHC Tutoring Center	Tutor I	02/05/25	06/30/25	$17.00
Lightburn, Nia Ashely M CHC Tutoring Center	Tutor II	01/27/25	06/30/25	$18.00
Veliz, Andrew DSO Economic Development & Corporate Training	Program Assistant	02/12/25	06/30/25	$21.00
Dealba, Victor DSO Educational and Student Support Services	Workforce Development Trainer	12/11/24	06/30/25	$25.00
Trotter, Shaniya A SBVC Academic Success & Learning Services	Tutor II	01/28/25	06/30/25	$18.00
Villasano-Morales, Elizabeth SBVC Academic Success & Learning Services	Tutor II	02/05/25	06/30/25	$18.00
Henry, Lisa K SBVC English, Writing Center	Tutor III	02/10/25	06/30/25	$20.00
Ortiz, Gilberto SBVC Marketing, Creative Services & Public Affairs	Project Liaison	01/11/25	06/30/25	$55.00
Lopez, Alberto SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/28/25	06/30/25	$45.00/ $53.00
Aguilar, Daniel SBVC STEM-MESA	Tutor II	01/22/25	06/30/25	$18.00
Carrasco, Cristian SBVC STEM-MESA	Tutor II	01/22/25	06/30/25	$18.00
Duah, Kameron SBVC STEM-MESA	Tutor II	01/22/25	06/30/25	$18.00
Jones, Nathan SBVC STEM-MESA	Tutor II	01/22/25	06/30/25	$18.00
Skalet, Lauren SBVC STEM-MESA	Tutor II	01/22/25	06/30/25	$18.00
Mancilla-Cannady, Nikole K SBVC Student Accessibility Services	Interpreting/Transliterating Level I	02/18/25	06/30/25	$28.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 13, 2025

[v.2.13.2025.p.2|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Sdringola, Stephanie M SBVC Student Accessibility Services	Interpreting/Transliterating Level I	02/18/25	06/30/25	$28.00
Ortega, Luis E SBVC Student Accessibility Services	Program Assistant	01/28/25	06/30/25	$20.00
Ward, Cheyenne L SBVC Student Accessibility Services	Tutor II	02/18/25	06/30/25	$18.00
Nguyen, Phong K SBVC Student Health Services	Medical Director	07/01/24	06/30/25	$750.00 per semester
Fonseca, Katherine A SBVC Student Health Services	Post Masters Counseling Associate I	01/21/25	06/30/25	$30.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Brendon Hamilton CHC Aquatics *New: Sick/Vacation Coverage*	Aquatic Center Pool Attendant	12/11/24	02/10/25	$21.89
Salazar, Jaqueline CHC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	12/05/24	02/02/25	$18.42
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	12/05/24	02/02/25	$18.42
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	12/05/24	02/02/25	$26.01
Juan Solis CHC Facilities *Ext: Vacancy*	Grounds Caretaker	01/02/25	03/02/25	$23.00
Williams, Miriam CHC Health & Wellness *New: Vacancy*	Administrative Assistant II	12/11/24	02/10/25	$27.34
Jennifer Neal CHC Tutoring Center *New: LOA Coverage*	Academic Support Specialist	11/05/24	12/20/24	$30.95

Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 13, 2025

[v.2.13.2025.p.3|3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Jameelah Pezant DSO Economic Development & Corporate Training *Ext: Vacancy*	Grant Technician	01/02/25	03/01/25	$25.38
Nathaniel Larry DSO Facilities *Ext: Sick/Vacation Coverage*	Custodian	12/13/24	02/13/25	$22.47
Rodriguez, Saul SBVC Applied Technology *Ext: Vacancy*	Student Services Technician II	12/15/24	02/20/25	$25.38
Nunez, Esmeralda SBVC Assessment *Ext: LOA*	Student Services Technician I	11/14/24	01/14/25	$23.00
Bunhardi, Daniel SBVC Athletics *Ext: Vacancy*	Athletic Trainer	12/11/24	02/10/25	$37.69
Diaz-Bocanegra, Edith SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	11/24/24	01/24/25	$18.42
Ageeb, Nermen SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	11/26/24	01/26/25	$26.01
Halsell, Heide SBVC Student Accessibility Services *New: Vacancy*	Student Services Technician II	01/27/25	03/27/25	$25.38

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Monsalve, Krysten M SBVC Art	Life Drawing Model	09/11/24	06/30/25	$25.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 1/10/2025 – 2/5/2025 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2502869	AIRGAS INC	16,312.50
PO2502870	DICK BLICK HOLDINGS INC	810.26
PO2502871	COLOR CONSULTANTS INC	32,025.90
PO2502872	SMARTSHEET INC	1,260.00
PO2502873	HIS GLASSWORKS INC	1,823.19
PO2502876	PACIFIC ARTGLASS CORP	600.00
PO2502877	DONALLY, KRISTEN	800.00
PO2502878	ACTF MANAGEMENT LTD	1,680.00
PO2502880	ROBLES, MARITZA	1,000.00
PO2502881	PANERA LLC	1,060.00
PO2502882	STAPLES BUSINESS ADVANTAGE	70.18
PO2502883	MONOPRICE INC	7,534.48
PO2502884	STAPLES BUSINESS ADVANTAGE	173.91
PO2502885	COMMUNITY COLLEGE BACCALAUREATE ASSOCIATION	950.00
PO2502887	STAPLES BUSINESS ADVANTAGE	356.01
PO2502888	DELL INC	6,103.09
PO2502889	STAPLES BUSINESS ADVANTAGE	164.80
PO2502891	BLACKHAWK NETWORK INC	5,255.00
PO2502893	IBM CORPORATION	2,804.13
PO2502894	STAPLES BUSINESS ADVANTAGE	529.58
PO2502895	ULINE INC	253.52
PO2502896	SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION	2,700.00
PO2502897	CM SCHOOL SUPPLY	10,834.00
PO2502898	CM SCHOOL SUPPLY	20,000.00
PO2502899	LANSWEEPER INC	13,068.00
PO2502900	TORRES, LETICIA IRENE	600.00
PO2502902	SAN BERNARDINO CCD	130,775.42
PO2502903	BALLOON CART COMPANY, THE	3,406.25
PO2502904	INLAND EMPIRE CONCERNED AFRICAN AMERICAN CHURCHES	500.00
PO2502905	STAPLES BUSINESS ADVANTAGE	373.03
PO2502907	FOLLETT CORPORATION	300.00
PO2502908	ECONO FENCE INC	4,090.00
PO2502909	STAPLES BUSINESS ADVANTAGE	1,061.09
PO2502910	ALWAYS KIND CO	4,145.00
PO2502911	ON THE GO DJ PRO INC	1,245.00
PO2502912	SAN BERNARDINO CCD	336.25
PO2502913	SAN BERNARDINO CCD	530.00
PO2502914	ALWAYS KIND CO	2,810.00
PO2502916	STAPLES BUSINESS ADVANTAGE	64.27
PO2502917	STAPLES BUSINESS ADVANTAGE	419.55
PO2502918	STAPLES BUSINESS ADVANTAGE	519.99
PO2502919	FOLLETT CORPORATION	623.14
PO2502920	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	60.00
PO2502921	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	60.00
PO2502922	FD OPCO LLC	5,000.00

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2502923	THINK TWICE INC	134.69
PO2502925	STAPLES BUSINESS ADVANTAGE	156.18
PO2502926	STAPLES BUSINESS ADVANTAGE	1,003.43
PO2502927	STAPLES BUSINESS ADVANTAGE	182.24
PO2502932	STAPLES BUSINESS ADVANTAGE	125.45
PO2502933	STAPLES BUSINESS ADVANTAGE	550.21
PO2502934	STAPLES BUSINESS ADVANTAGE	184.83
PO2502938	TECHSMITH CORPORATION	100.32
PO2502940	STAPLES BUSINESS ADVANTAGE	784.92
PO2502941	NEXT LEVEL RESOURCE PARTNERS	786.33
PO2502942	STAPLES BUSINESS ADVANTAGE	234.65
PO2502943	ALTA ENVIRONMENTAL LP	879.28
PO2502944	ZARC INTERNATIONAL INC	501.88
PO2502945	PRIME PROMOS LLC	2,748.14
PO2502948	BLACKHAWK NETWORK INC	3,013.90
PO2502949	ALFARO CATERING	2,089.00
PO2502950	SAN BERNARDINO AREA CHAMBER OF COMMERCE	275.00
PO2502951	COMPEL LLC	3,303.83
PO2502952	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	2,350.00
PO2502953	ST JEAN, CYNTHIA	200.00
PO2502954	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	7,700.00
PO2502955	PANERA LLC	1,825.00
PO2502957	ECONO FENCE INC	4,195.00
PO2502959	FOLLETT CORPORATION	466.54
PO2502962	VERIZON WIRELESS	246.00
PO2502963	GROSSMONT CUYAMACA CCD	1,040.00
PO2502965	DOING GOOD WORKS	9,495.84
PO2502966	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	2,150.00
PO2502967	SFM CONSULTING INC	1,000.00
PO2502968	AGILE SPORTS TECHNOLOGIES INC	549.00
PO2502969	CONECTADO INC	11,250.00
PO2502971	EDUCATING STUDENTS TOGETHER	47,000.00
PO2502974	INLAND LIGHTING SUPPLIES	16,856.25
PO2502977	REDLANDS BICYCLE CLASSIC	5,000.00
PO2502978	JOSE'S MEXICAN FOOD INC	380.00
PO2502979	JOSE'S MEXICAN FOOD INC	380.00
PO2502980	JOSE'S MEXICAN FOOD INC	380.00
PO2502981	JOSE'S MEXICAN FOOD INC	380.00
PO2502982	COMPONENTSOURCE INC	80.08
PO2502983	WADE, JASMYNE	468.58
PO2502984	DEL RIO, ANGEL	468.58
PO2502985	GARCES, JOSE	468.58
PO2502986	STAPLES BUSINESS ADVANTAGE	372.34
PO2502987	MCMASTER-CARR SUPPLY CO	2,711.04
PO2502988	FASHIONABLE SCRUBS FOR LESS	1,289.71

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2502989	PASCHAL, ZAHIR RAY	552.00
PO2502990	ZAMUDIO, MARTIN	680.44
PO2502991	DANIELS, ELYSSA	552.00
PO2502992	WILLIAMS, MALACHI	552.00
PO2502993	MCNEAL, KALEB	552.00
PO2502994	REYNOLDS, JY'DEN	552.00
PO2502995	BABINO, ERIC	552.00
PO2502996	RIGGINS, JAYLA	552.00
PO2502997	MOHAMMAD,ALYAAH	552.00
PO2502998	WALKER, MARCUS	552.00
PO2502999	HOLLIS, CYRA	552.00
PO2503000	JOSEPH, JAMES	552.00
PO2503001	BURNHAM, DAVID	552.00
PO2503002	TRETO, METZLI	552.00
PO2503003	HARRIS, DAMARIAN	552.00
PO2503004	PURVIS, ANGELA	552.00
PO2503005	NASH, ALAYSHA	552.00
PO2503006	BROWN, JACQUICE	552.00
PO2503007	TIMMONS, TAKARA	552.00
PO2503008	PAPAS EL GUERO	3,262.50
PO2503009	LUA'S TACOS CATERING	3,806.25
PO2503010	APODACA, KAYLIE	644.00
PO2503013	SAN BERNARDINO, COUNTY OF	1,500.00
PO2503014	POCKET NURSE ENTERPRISES INC	104.99
PO2503015	ALAN GORDON ENTERPRISES INC	7,884.00
PO2503016	STAPLES BUSINESS ADVANTAGE	90.95
PO2503017	STAPLES BUSINESS ADVANTAGE	278.37
PO2503018	STAPLES BUSINESS ADVANTAGE	480.21
PO2503019	DICKEYS BARBECUE PIT	1,565.49
PO2503020	CA ASSOCIATION OF STUDENT FINANCIAL AID ASSOCIATION	75.00
PO2503021	SAN BERNARDINO CCD	568.22
PO2503022	THINK TWICE INC	173.80
PO2503024	SAN BERNARDINO CCD	125.55
PO2503026	POCKET NURSE ENTERPRISES INC	913.98
PO2503027	PALOMAR COMMUNITY COLLEGE DISTRICT	300.00
PO2503028	MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT	550.00
PO2503029	GERHARTZ, DAVID M	707.52
PO2503035	GRAM'S BBQ RESTAURANT & CATERING	3,772.69
PO2503036	NATIONAL ASSOC OF STUDENT PERSONNEL ADMINISTRATORS	855.00
PO2503039	ULINE INC	1,074.19
PO2503041	SNAP-ON INDUSTRIAL	1,664.58
PO2503042	ARBITERPAY TRUST ACCOUNT	20,210.00
PO2503043	RIDDELL ALL AMERICAN SPORTS CORP	20,192.63
PO2503044	KEN'S SPORTING GOODS	450.23
PO2503048	DELL MARKETING LP	1,408.51

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2503050	SAN BERNARDINO CCD	121.47
PO2503051	BIOTIUM INC	172.40
PO2503052	HAYTON, CLAUDIA	200.00
PO2503053	FRAUSTO, JEANETTE ALICIA	200.00
PO2503054	LEHMAN, VERONICA	300.00
PO2503055	GARCIA, GABRIELA	200.00
PO2503056	VILLEGAS, J MANUEL	750.00
PO2503057	MOORE, CHRISTIN	200.00
PO2503058	STAPLES BUSINESS ADVANTAGE	371.25
PO2503059	SAN BERNARDINO CCD	57,500.00
PO2503060	RED HELMET TRAINING	450.00
PO2503061	RED HELMET TRAINING	450.00
PO2503062	RED HELMET TRAINING	440.00
PO2503063	ACTF MANAGEMENT LTD	280.00
PO2503064	RED HELMET TRAINING	200.00
PO2503066	WADE, JASMYNE	644.00
PO2503067	STEWART, SAIGE	644.00
PO2503068	SPELMAN, ISABELLA	644.00
PO2503069	SALINAS, ALEXA	644.00
PO2503070	ROMO, LAWRENCE	644.00
PO2503071	PEREZ, ANA	644.00
PO2503072	GODOY, LAVAR	644.00
PO2503073	GARCES, JOSE	644.00
PO2503074	DEL RIO, ANGEL	644.00
PO2503075	DE LA CRUZ, DESTINY	644.00
PO2503076	DE DIOS, ANTHONY	644.00
PO2503077	STAPLES BUSINESS ADVANTAGE	139.06
PO2503078	STAPLES BUSINESS ADVANTAGE	175.56
PO2503079	STAPLES BUSINESS ADVANTAGE	111.75
PO2503080	A & I REPROGRAPHICS	724.68
PO2503081	BLUE RIBBON INK & THREAD INC	488.02
PO2503082	SANCHEZ, RAMON	850.00
PO2503083	KAVITA, KATEYA	850.00
PO2503084	CLIA LABORATORY PROGRAM	248.00
PO2503085	A & I REPROGRAPHICS	144.67
PO2503086	KAP 7 INTERNATIONAL INC	385.96
PO2503087	KAP 7 INTERNATIONAL INC	1,765.16
PO2503088	CONTINENTAL ATHLETIC SUPPLY INC	5,975.75
PO2503089	VITAL RECORDS CONTROL	369.95
PO2503093	UNIDENT/UNIMED (USA) LTD	26,813.59
PO2503094	PRECISION BALANCE SPECIALIST	545.00
PO2503095	TELESTREAM LLC	20,963.06
PO2503098	SIERRA LAKES AND COMPANY, LLC	500.00
PO2503099	PADDLE.COM INC	504.00
PO2503102	CDW LLC	436.89

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2503103	CAPTURE TECHNOLOGIES	3,000.00
PO2503104	FLORES, JOSE MONTIEL	600.00
PO2503108	STAPLES BUSINESS ADVANTAGE	239.62
PO2503109	STAPLES BUSINESS ADVANTAGE	59.13
PO2503113	BIO-RAD LABORATORIES INC	196.46
PO2503114	MACIAS, JACKELIN	110.00
PO2503115	DE LA CRUZ, PAULINO NESTOR	110.00
PO2503116	SAN BERNARDINO CCD	438.20
PO2503117	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	650.00
PO2503118	BARRIE, TRINETTE	95.00
PO2503119	STAPLES BUSINESS ADVANTAGE	1,414.58
PO2503120	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	650.00
PO2503121	KAP 7 INTERNATIONAL INC	1,477.46
PO2503122	CORPORATION FOR MANUFACTURING EXCELLENCE, THE	5,465.95
PO2503127	AIRGAS INC	699.61
PO2503128	VERIZON WIRELESS	30,000.00
PO2503129	DISH FACTORY INC, THE	38,139.71
PO2503130	KLEIN EDUCATIONAL SYSTEMS INC	70,085.03
PO2503131	ELECTRONIX EXPRESS	10,459.58
PO2503132	A GORDON COMPANY	276.73
PO2503134	ONTIVEROS, DORIS	1,000.00
PO2503136	STAPLES BUSINESS ADVANTAGE	160.19
PO2503137	STAPLES BUSINESS ADVANTAGE	143.41
PO2503138	STAPLES BUSINESS ADVANTAGE	245.20
PO2503139	STAPLES BUSINESS ADVANTAGE	32.93
PO2503140	STAPLES BUSINESS ADVANTAGE	304.40
PO2503141	STAPLES BUSINESS ADVANTAGE	1,128.50
PO2503142	STAPLES BUSINESS ADVANTAGE	161.49
PO2503143	STAPLES BUSINESS ADVANTAGE	72.68
PO2503144	STAPLES BUSINESS ADVANTAGE	2,631.41
PO2503145	STAPLES BUSINESS ADVANTAGE	298.32
PO2503147	B&H PHOTO VIDEO	38,320.99
PO2503148	CARDIO PARTNERS INC	1,211.54
PO2503149	GENUINE AUTO PARTS	1,000.00
PO2503150	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	1,200.00
PO2503151	BLACKHAWK NETWORK INC	64,517.13
PO2503152	FOLLETT CORPORATION	4,800.00
PO2503153	FOLLETT CORPORATION	5,000.00
PO2503155	FRITTS FORD	57,210.93
PO2503156	ULINE INC	3,696.89
PO2503157	KHOROVSKY ENTERPRISES INC	4,348.91
PO2503158	AGUILERA, CARLOS	2,500.00
PO2503159	BETTERS, CHERINA	2,500.00
PO2503160	VERNIER SOFTWARE & TECHNOLOGY INC	5,027.91
PO2503161	VERNIER SOFTWARE & TECHNOLOGY INC	991.55

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2503162	FOLLETT CORPORATION	986.91
PO2503164	MT SAN JACINTO COMMUNITY COLLEGE	34,615.00
PO2503165	GRANDE FOUNDATION	6,262.90
PO2503166	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	1,200.00
PO2503167	WIN-OMT SOFTWARE INC	200.00
PO2503168	CDW LLC	2,508.86
PO2503170	CAPTURE TECHNOLOGIES	2,063.92
PO2503171	JACO, HERBERTH	300.00
PO2503172	DIAZ, EMMA	300.00
PO2503173	MICHEL, FILI	300.00
PO2503174	LOPEZ, MARIA	300.00
PO2503175	CHAVEZ, MARIA R.	300.00
PO2503176	GONZALEZ, PEDRO	300.00
PO2503178	FISHER SCIENTIFIC COMPANY LLC	755.68
PO2503179	STAPLES BUSINESS ADVANTAGE	1,260.00
PO2503180	CA ASSOC OF COMM COLLEGE REGISTRARS AND ADMISSION OFFICERS	600.00
PO2503181	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	650.00
PO2503182	SOLIS, LORI	600.00
PO2503183	SAN BERNARDINO CCD	254.69
PO2503186	ULINE INC	668.38
PO2503188	PRECISION BALANCE SPECIALIST	3,100.00
PO2503189	DELL INC	1,402.30
PO2503190	OLYMPIC COLOR RODS	10,069.26
PO2503192	LEMAY CONSTRUCTION	4,230.00
PO2503193	GRAINGER INC	83.91
PO2503194	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	650.00
PO2503195	ARCIERO, NOEL MARIA	151.44
PO2503196	VWR INTERNATIONAL LLC	1,048.50
PO2503197	MEDLINE INDUSTRIES INC	1,443.20
PO2503198	STAPLES BUSINESS ADVANTAGE	144.54
PO2503199	UNITED STATES PLASTIC CORP	170.74
PO2503200	GAS TECHNOLOGY ENERGY	22,965.65
PO2503201	FISHER SCIENTIFIC COMPANY LLC	1,124.89
PO2503202	BLACKHAWK NETWORK INC	10,105.00
PO2503204	FOLLETT CORPORATION	993.99
PO2503205	UNIDENT/UNIMED (USA) LTD	63,296.82
PO2503206	STAPLES BUSINESS ADVANTAGE	122.98
PO2503207	STAPLES BUSINESS ADVANTAGE	1,354.05
PO2503208	STAPLES BUSINESS ADVANTAGE	312.97
PO2503209	STAPLES BUSINESS ADVANTAGE	457.63
PO2503210	ORTIZ ICE CREAM	999.00
PO2503211	SAN BERNARDINO CCD	146.81
PO2503212	SAN BERNARDINO CCD	369.75
PO2503213	SAN BERNARDINO CCD	1,226.16
PO2503214	ASSIST DESIGN	4,630.02

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2503215	FLINN SCIENTIFIC INC	1,284.45
PO2503216	DUCK & OWL LLC	206.26
PO2503217	ULINE INC	1,045.64
PO2503218	EXPLORE SCIENTIFIC LLC	757.99
PO2503219	DOING GOOD WORKS	1,997.24
PO2503220	ALWAYS KIND CO	3,501.88
PO2503221	SAN BERNARDINO CCD	3,000.00
PO2503222	EDWARDS, RAEMON	300.00
PO2503223	CDW LLC	6,663.77
PO2503224	BOUND TREE MEDICAL LLC	113.32
PO2503225	STAPLES BUSINESS ADVANTAGE	65.57
PO2503226	STAPLES BUSINESS ADVANTAGE	288.93
PO2503227	STAPLES BUSINESS ADVANTAGE	157.20
PO2503228	STAPLES BUSINESS ADVANTAGE	246.56
PO2503229	STAPLES BUSINESS ADVANTAGE	116.97
PO2503230	STATE WATER RESOURCES CONTROL BOARD	1,972.50
PO2503231	LINCOLN ELECTRIC COMPANY, THE	670.61
PO2503232	ULINE INC	364.48
PO2503233	VERDEK LLC	7,793.30
PO2503234	NEBRASKA SCIENTIFIC	1,573.15
PO2503235	WATCHORN LINCOLN MEMORIAL ASSOCIATION	712.00
PO2503237	MCMASTER-CARR SUPPLY CO	91.24
PO2503238	ULINE INC	837.99
PO2503239	MCMASTER-CARR SUPPLY CO	271.78
PO2503241	M&M CARPETS INC	29,595.00
PO2503242	HMP ACQUISITION HOLDINGS LLC	800.00
PO2503243	SIGMA-ALDRICH INC	242.02
PO2503244	HAAS FACTORY OUTLET	3,174.26
PO2503245	CAROLINA BIOLOGICAL SUPPLY CO	152.14
PO2503246	TROPHY STORE, THE	214.24
PO2503247	IE GOURMET FOOD TRUCKS LLC	7,662.12
PO2503248	ZAMUDIO, MARTIN	464.04
PO2503249	COAST COMMUNITY COLLEGE DISTRICT	600.00
PO2503250	GRAINGER INC	1,027.22
PO2503251	KAP 7 INTERNATIONAL INC	553.36
PO2503252	ROSAS, ROSA OLIVIA	500.00
PO2503253	GAME ONE	706.74
PO2503255	MCMASTER-CARR SUPPLY CO	893.70
PO2503256	RATIGAN, JAMES C	800.00
PO2503257	BLUE RIBBON INK & THREAD INC	379.81
PO2503258	A&D GOLF CARTS INC	380.91
PO2503259	STAPLES BUSINESS ADVANTAGE	97.37
PO2503260	STAPLES BUSINESS ADVANTAGE	819.47
PO2503261	EROSION CONTROL EXPERTS	3,844.00
PO2503263	CDW LLC	3,583.79

Purchase Order Report
March 13, 2025

PO#	Supplier Name	Amount
PO2503264	LEMAY CONSTRUCTION	4,990.00
PO2503265	BOUND TREE MEDICAL LLC	700.33
PO2503266	HARDY DIAGNOSTICS	543.60
PO2503267	CDW LLC	75.82
PO2503268	COMMUNITY PLAYTHINGS	12,251.78
PO2503269	ULINE INC	974.66
PO2503270	WAXIE SANITARY SUPPLY	10,056.49
PO2503271	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	650.00
PO2503272	PAPAS EL GUERO	4,078.13
PO2503273	PRIME PROMOS LLC	1,070.47
PO2503275	GAME ONE	585.71
PO2503276	EXCELENCIA IN EDUCATION	3,000.00
PO2503277	RIVERSIDE WINNELSON COMPANY	3,553.21
PO2503279	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	12,600.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Resignations

Presented for Information March 13, 2025

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Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Rodriguez, Nelky Manager, Regional Employment Engagement	EDCT Professional Development Center	2	02/20/25
Stevenson, David Environmental Health & Saftey Administrator	SBVC Admnistrative Services	10	03/14/25

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

Each community college district is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects SBCCD's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the first quarter, ended December 31, 2024.

- Revenues exceed expenses by $18.5 million.
- With 50% of the year expired, actual revenues and expenses were 54.9% and 42.0% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Fiscal Year: 2024 **Quarter Ended: 2**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	116,750,705	145,819,634	149,986,152	140,709,350
A.2	Other Financing Sources (Object 8900)	14,192	171,569	1,014,121	3,250,000
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	116,764,897	145,991,203	151,000,273	143,959,350
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,594,986	122,324,231	133,832,090	142,684,878
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,120,770	17,867,373	7,781,112	1,215,591
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	116,715,756	140,191,604	141,613,202	143,900,469
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	49,141	5,799,599	9,387,071	58,881
D.	**Fund Balance, Beginning**	24,893,310	19,242,905	25,042,504	34,429,575
D.1	Prior Year Adjustments + (-)	(5,699,546)	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	19,193,764	19,242,905	25,042,504	34,429,575
E.	**Fund Balance, Ending (C. + D.2)**	19,242,905	25,042,504	34,429,575	34,488,456
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.5%	17.9%	24.3%	24.0%

Line	Description	As of the specified quarter ended for each fiscal year			
		2021-2022	2022-2023	2023-2024	2024-2025
II. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	55,892,450	95,727,583	103,363,964	88,225,771
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	55,892,450	95,727,583	103,363,964	88,225,771

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
III. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,709,351	140,709,350	78,984,201	56.1%
I.2	Other Financing Sources (Object 8900)	3,250,000	3,250,000	29,166	0.9%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	143,959,351	143,959,350	79,013,367	54.9%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,318,625	142,684,879	58,008,438	40.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,215,591	1,215,591	2,500,750	205.7%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	146,534,216	143,900,470	60,509,188	42.0%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	(2,574,865)	58,880	18,504,179	
L.	Fund Balance, Beginning	34,429,575	34,429,575	34,429,575	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	**Adjusted Fund Balance, Beginning (L + L.1)**	34,429,575	34,429,575	34,429,575	
M.	**Fund Balance, Ending (K. + L.2)**	31,854,710	34,488,455	52,933,754	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	21.7%	24.0%		

IV. Has the district settled any employee contracts during this quarter? **NO**

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications.

VI. Does the district have significant fiscal problems that must be addressed? **This Year?** **NO**

If yes, what are the problems and what actions will be taken? **Next Year?** **NO**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: March 13, 2025

SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees monthly in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

SBCCD GOALS

1. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

Quarterly Investment and Deposit Report

Quarter Ending December 31, 2024

Account		Amount	Interest	Type	Institution
General Fund					
Clearing Account	$	3,718,508.17		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	$	489,371.48		Checking	Citizens Business Bank, San Bernardino, CA
	$	4,207,879.65			
Enterprise Funds					
Commercial Property Lockbox	$	5,631,539.72		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	$	358,677.98		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	$	195,873.56		Checking	Citizens Business Bank, San Bernardino, CA
	$	6,186,091.26			
Internal Service Funds					
Workers Comp	$	120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	$	50,000.00		Checking	Bank of America, Concord CA
	$	170,000.00			
Trust Funds					
Financial Aid	$	74,452.26	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	$	3,148,508.75	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	$	51.17		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	$	113,976.26		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	$	18,668.91		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	$	893,151.58		Checking	Citizens Business Bank, San Bernardino CA
PERS/STRS Investment Trust	$	109,682,977.55		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	$	11,232,567.83		Investment	Benefit Trust Company
	$	125,164,354.31			
Grand Total	$	135,728,325.22			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: March 13, 2025

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Volunteers

Presented for Information March 13, 2025

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	Location Assignment	Department	From	To
Leon, Jesse	CHC*	Student Accessibility Services	03/01/25	06/30/25
Alexander, Johnny	SBVC	Women's Soccer	03/14/25	06/30/25
Battle, Demetric	SBVC	Women's Basketball	03/14/25	06/30/25
Davilla, Henry	SBVC	Softball	03/14/25	06/30/25
Diego, Uriel*	SBVC	Student Accessibility Services	01/22/25	06/30/25
Robertson, Katelyn	SBVC	Athletic Training	03/14/25	06/30/25
Sotomayor, Yahir	SBVC	Baseball	03/14/25	06/30/25
Urista, Hugo	SBVC	Athletic Training	03/14/25	06/30/25
Lucas, Jack*	DSO	KVCR	02/01/25	06/30/25
Morales, Joel*	DSO	KVCR	03/07/25	06/30/25

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadlines.*



CRAFTON HILLS COLLEGE

BOARD OF TRUSTEES REPORT

March 2025

CHC Paramedic Class 104 Graduation Highlights Commitment, Excellence, and Community



On January 17, CHC celebrated the graduation of Paramedic Class 104 in a ceremony that honored the graduates' dedication, resilience, and compassion. Friends, family, faculty, and staff gathered to commemorate the graduates' achievements and welcome them into the profession of paramedicine.

Paramedic Field Coordinator Glen Thronson expressed gratitude for the unwavering support of Dr. Phong Nguyen, the program's medical director since 1988. Nguyen reflected on the graduates' transformation from overwhelmed students to confident paramedics. "You are now part of a tradition of excellence," he stated, emphasizing the importance of lifelong learning and adaptability in medicine. Dr. Nguyen concluded his remarks with a playful singing of a song adapted for the event, now a local tradition for Dr. Nguyen's ceremonial duties.

Simulation Lab Technician Craig Eilander, chosen by the class as their guest speaker, delivered an emotional and empowering address. As a skilled paramedic and lab tech, Eilander has been a pillar of support for students, offering encouragement and wisdom throughout their journey. "You are intelligent, skilled, compassionate, and brave," he told the graduates. "Lay your brick on the foundation of those who came before you and make your mark."

Class President Armand Crisol and Vice President Bryce Coatney addressed their peers highlighting the perseverance and the transformative journey the class undertook together. "We began this program as individuals, but we leave as a team, ready to make a difference," Crisol said, reminding classmates of their responsibility to serve with humility and integrity.

Coatney urged graduates to embrace their calling with courage and resilience. He ended his remarks with three powerful words, also the adopted class motto: "Decide, Commit, Succeed."

The ceremony included the following awards recognizing outstanding achievements:

Medical Director Award: Ashton Chaconas

Paramedic Achievement Award: Roland Thissen and Anthony Medina

Dr Nguyen Scholarship Award: Konner Beardsley

Cardiology Award: Sebastian Lopez-Vega

Field Award: Armand Crisol

Theory Award: Alexander Williams

Clinical Award: Konner Beardsley

Pharmacology Award: Eduardo Sanchez

Skills Award: Bryce Coatney and Konner Beardsley

Patient Assessment Award: Peter Houle

Yucaipa Rotary Scholarship: Lucas Esquer.

Photo: Paramedic Class 104 with program faculty and administrators.

Crafton Hills College Expands Nursing Program, Offering Three Certifications in One Semester



Crafton Hills College launched a new Nursing Services Career Pathway to help bridge the gap between patient care and provider services.

The Yucaipa-based college opened registration for the program's Spring cohort, offering current and future Roadrunners the opportunity to earn three nursing-related certificates in one semester and begin their careers in an entry-level position.

"Students will leave the program with a broad range of training skills in either long-term care facilities, clients homes or a hospital setting," said Heather Jasso, a Crafton instructor and assistant for the College's Nursing Services program. "It's a low-risk program that allows for students to try something new and see if healthcare and nursing is for them."

Crafton's Nursing Services program is not new but rather has expanded from its original 2021 curriculum. Then, students were able to earn certificates only as certified nursing assistants (CNAs). Today, the pathway open doors for students to walk away with not only a CNA certificate but two additional certificates: home health aide and acute care nursing assistant.

"So far, the program has been successful as we currently maintain an 80% employment rate after [students] finish the program," said Jasso. We emphasize professionalism and building a strong workforce.

Certified nursing assistants, home health aides, and acute care nursing assistants are not only highly sought-after in health care settings but are also considered essential critical health care occupations. It is estimated that employment in these three fields is expected to increase by 13% by the end of the year.

That need is expected to increase over time as the region's population expands due to several contributing factors such as affordable housing. An article by the Southern California News Group (SCNG) published earlier this year projects the Inland Empire's population is expected to grow 20% by 2048 — that's 5.5 million more people residing in the area in just over two decades.

"There's always going to be a growing need for CNAs. There's no risk for [students choosing] our pathway because Crafton tries to keep costs low, and fees are normally covered by a grant, which means students only have minimal costs.

"From my point of view, Crafton is a good place for some to launch their careers," she said.

Photo: Students in the Nursing Services Pathway Practice Assessments.

Crafton Hills College Professor Iris Kern-Foster Shines in Solo Art Exhibition at West End Gallery



In February 2025, Crafton Hills College Multimedia professor Iris Kern-Foster captivated audiences with her solo art exhibition, Ink & Hues: A Vibrant Exploration of Line, Color, and Connection, held at the West End Gallery in Huntington Beach. Spanning the entire month, the exhibition showcased a stunning array of drawings and paintings that explored themes of connection, introspection, and transformation.

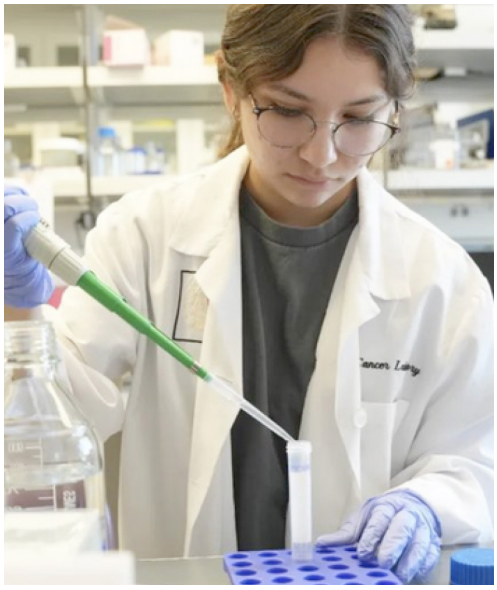
Kern-Foster's signature style, a harmonious fusion of bold ink strokes and expressive colors, drew praise for its ability to convey both vulnerability and resilience. Each piece offered a unique narrative, with titles inspired by iconic song lyrics, such as "You Are Waiting for Someone to Perform With" and "Rebel, My New Last Name." These works invited visitors to reflect on their own experiences of creativity, identity, and reinvention.

The exhibition focused on two-dimensional art, highlighting Kern-Foster's mastery of traditional mediums and her ability to evoke profound emotional responses. While known for her innovative integration of art and technology, this showcase celebrated the timeless appeal of line, texture, and color, further cementing her reputation as a versatile and thought-provoking artist.

Iris Kern-Foster's solo exhibition was a testament to the talent and creativity thriving within the Crafton Hills College community.

Photo: Iris Kern-Foster art.

Women in Crafton Hills College STEM Programs



As we celebrate Women's History Month in March, we recognize the achievements of women who continue to break barriers in education and beyond.

Since 2006, women have outperformed men in college degree attainment across California. Despite this growing educational advantage, women remain underrepresented in science, technology, engineering, and mathematics—commonly known as STEM.

At Crafton Hills College, four exceptional Roadrunner women are breaking barriers and pursuing degrees in STEM: Yakira Huff, Jazmyn Garcia, Katherine Granados, and Jo-Ann Lumintang.

When asked what motivates them, Yakira Huff shared, "As a woman in STEM, pushing the boundaries of what people think is possible for women to accomplish—while being my true self—motivates me to keep working hard at my goals." She hopes to expand knowledge in her field of interest, the study of fungi, and inspire other women to pursue the discipline.

Jazmyn Garcia finds motivation in her "passion for discovery, knowledge, and the potential impact of [her] work on others." Jo-Ann Lumintang expressed excitement about entering a traditionally male-dominated field, saying it "would be crazy and really cool" to make discoveries that could benefit the world. Katherine Granados, driven by her enthusiasm for science, aims to build a career in a field that excites her.

These dedicated STEM scholars also have advice for women considering STEM studies. All four encourage future students to pursue their interests confidently, even in the face of challenges or opposition. They emphasize that success in STEM does not require sacrificing individuality. As Jazmyn Garcia put it, "You can be both emotional and analytical and have an impact. Your personality doesn't need to go away to prosper in STEM—if anything, it can enhance your journey."

Photo: STEM student, Katherine Granados.

Paramedic students at Crafton Hills College get a boost of support from The Duvall Family



Uplifting the next generation of first responders is the goal behind the recently established Duvall Endowed Scholarship through the Crafton Hills College Foundation.

This scholarship will support paramedic firefighters who complete the Crafton Hills College's year-long training program.

"We just want to be able to help anybody seeking an opportunity to fulfill their dreams," shared Wynona Duvall, who established the scholarship along with her husband Ken, a retired U.S. Forest Service air attack firefighter chief and Crafton alumnus.

This endowment will provide funds to paramedic student graduates who meet scholarship criteria. Financial awards will cover fees for testing and licensing required before paramedics can become fully employed with an agency or hospital. The endowment will be fully funded by 2032.

"Ken and I want to help any student seeking a career in the field who is experiencing a challenge to get certified," Duvall said. "We saw what a successful career Ken was able to have through the doors that were opened up at Crafton. That's why it was important for us as a family unit to support the college that gave him so much."

Ken Duvall graduated from Crafton in 1987 before he began a career with the Forest Service. He credits the college for providing him with the necessary training to handle emergency situations from all levels, Wynona said.

Wynona Duvall is no stranger herself to the Crafton community. She is the current vice president of the Foundation's Board of Directors and is often seen on campus supporting the college's many year-round endeavors. When not spending time with family or traveling, Duvall volunteers for Habitat for Humanity, the Calimesa Chamber of Commerce, and other area nonprofits.

Wynona awarded the inaugural Duvall scholarship to paramedic graduate River Casner in August.

Photo: River Casner and Wynona Duvall.

Crafton Hills College Celebrates Equity Champion Awards During Opening Day



During Crafton Hills College's Spring in-service day, the campus came together to celebrate its commitment to equity by recognizing individuals and a department with the inaugural Equity Champion Awards.

These awards highlight extraordinary efforts by students, faculty, and staff to make Crafton a more equitable and inclusive community. The ceremony also acknowledged the collective contributions of those who nominated candidates and the broader campus community for fostering a culture of equity and inclusion.

Student Equity Champion: Jarred Shaw

The first recipient of the Student Equity Champion Award was Jarred Shaw, a student who has made a significant impact on campus equity initiatives. Jarred works for the Research Department and is an active member of the Art and Honors programs. The award reads: "2024 Equity Champion Award presented to Jarred Shaw in recognition of your leadership to promote equity within Crafton Hills College."

Jarred's dedication to fostering a more inclusive environment exemplifies the spirit of equity and leadership that this award seeks to honor.

Faculty Equity Champion: Chloe De los Reyes

The Faculty Equity Champion Award was presented to Professor Chloe De los Reyes, a multilingual faculty member in the English Department. Chloe is also an active member of the SEEP Committee and serves as secretary for the API (Asian and Pacific Islander) group.

One of the nominations described Chloe as "a role model on campus for how to be an equity champion." Her work both in and outside the classroom demonstrates her unwavering commitment to supporting students and colleagues in their pursuit of equity and success.

Department Equity Champion: Office of Institutional Effectiveness, Research, and Planning (OIERP).

The Office of Institutional Effectiveness, Research, and Planning (OIERP) received the Department Equity Champion Award for their essential role in advancing equity at Crafton Hills College. Their work with USC faculty training, the Vision Alignment Report, and the provision of critical data has been instrumental in identifying and closing equity gaps.

The award recognized their efforts as a cornerstone of the campus's equity work, enabling faculty, staff, and leadership to make informed decisions and create impactful programs.

The Equity Champion Awards not only celebrate individual and departmental accomplishments but also highlight the collaborative spirit of the Crafton Hills College community. Congratulations to all nominees, winners, and participants who embody the college's commitment to equity and inclusion.

This year's recipients set a high standard for the future, inspiring others to continue working toward an equitable campus for all.

Photo: OIERP Team.

Club Rush: A Journey Through the Ages



Despite the rain, Crafton Hills College's Through-the-Ages Club Rush on February 13 brought history to life inside the Roadrunner Café.

Over 650 students, many in era-inspired costumes, connected with 29 clubs, enjoyed food, and engaged with the campus community.

The event showcased Crafton's vibrant student life, proving that no matter the time period—or the weather—students can always find their place to belong.

Photo: Students show off their costumes at Club Rush.

EDCT

Be Part of Building the Future: Construction Advisory Summit

On January 30, 2025, the San Bernardino Community College District's Economic Development & Corporate Training (EDCT) Division hosted the Be Part of Building the Future: Construction Advisory Summit. This event brought together key players from the construction trade industry, education, and community partners in a focus group setting. The goal was to identify the essential competencies and attributes that employers look for in potential hires.

Attendees included representatives from the Inland Empire Building Trades Council, Los Angeles/Orange Counties Building & Construction Trades Council AFL-CIO, United Association of Journeyman & Apprentice Plumbers, Pipefitters & Refrigeration, Western States Regional Council of Carpenters, International Brotherhood of Electrical Workers (IBEW) Local 477, Metropolitan Water District, Chino Valley Chamber of Commerce, Western Riverside Council of Governments, Mt. San Jacinto Community College, Inland Empire/Desert Regional Consortium, San Bernardino County Superintendent of Schools, IEGO, Inland Regional Energy Network, and Inland Empire Labor Institute.

The discussions and collaborations at this summit will directly influence how EDCT develops a non-credit construction program designed to exceed industry expectations.



Economic Development & Corporate Training

EDCT

The Opportunity Young Adult (OYA) Career Pathway Grant Is Thriving

This spring semester, we are offering two courses in Emergency Medical Technician (EMT) and Fire Tech. These are 10-week credit courses offered at our EDCT site in partnership with Crafton Hills College. The EMT class is scheduled from Tuesday, February 4th through April 17th, 2025, and meets every Tuesday and Thursday from 9-6 p. Currently, fifteen participants are taking advantage of this great opportunity by enrolling in the EMT course. The Fire Tech course will also meet every Tuesday and Thursday from 9-6 pm starting April 22nd through June 5th, 2025.



OYA program highlights:

1. Paid Tuition – No cost to participants
2. Educational Supplies – Textbooks, uniforms, and equipment provided
3. Enrollment Assistance – Step by step guidance throughout the application process
4. Career-Ready Skills – Hands-on training for certification and job placement

Eligibility Requirements:

1. Age – 18-28 years old
2. Background – Current or former participant in youth services (e.g., foster care)
3. Experienced home insecurity, or come from a low-income household
4. Residency – Must reside in San Bernardino/Riverside counties
5. Commitment – Dedicated to completing up to a 20-week training program

The OYA program participants will connect with fire departments and EMT employers. Additionally, by completing the course(s), participants are eligible for acceptance to the CHC Paramedics Program which is a pathway to gain successful employment and a rewarding career in emergency services.

OYA offers both credit and non-credit courses, including Forklift and Construction training. Additionally, we provide essential Basic Needs services to support participants and the surrounding community. These services include the distribution of fresh produce, diapers, and food boxes. Through partnerships with external organizations, we receive donations of various supplies, such as medical supplies and hygiene kits. Our operating hours are Monday through Thursday, from 12:20 to 4:00 p.m., with fresh produce distribution beginning at 10:30 a.m. on Thursdays. The Basic Needs program also supports College Corps students, offering them valuable opportunities to develop community engagement and service skills.

KVCR PUBLIC MEDIA

PBS npr FNX

March 2025

KVCR And The Community

Hosted Colony High School CIF Ring Ceremony - KVCR had the honor of hosting Colony High School's CIF Ring Ceremony, a celebration of the baseball team's outstanding achievement. Over the past two years, the team has also shown remarkable community support with Operation Gobble, assisting in the distribution of food to cars. The ceremony was a special moment to recognize the team's hard work and the lasting impact they've made beyond sports.

Partner with Riverside County of Education- I.E Reps Networking and Luncheon will be held Monday February 10,2025 from 11 a.m. - 1:00 p.m. Join to connect, network &learn. Tour the new Esports Arena & Broadcast Studio.

Tomorrow's Talent Business Bridge Mixer- KVCR Hosts Tomorrow's Talent Business Bridge Mixer in Partnership with SBVC. Connecting students with real world opportunities with business communities

Your KVCR Newsroom

KVCR 91.9 FM Covering the Important Topics for our Region
Our newsroom covers critical stories important to Inland Empire residents. Team KVCR continues to follow school board meetings and policies as they relate to rule changes that may or may not align with California law. Madison Aument is keeping up on this topic.

Immigration sweeps are a real possibility in the coming days, weeks and months. The KVCR news team is watching developments closely and will report as things develop.

Updates on the LA fires and the aftermath. Toxic waste and runoff are now a concern, as are the long-term health effects among people who are adjacent to the burn areas. Toni Lopez had a report with sound from SB County Fire Chief Muncie to catch up on preparedness and home hardening.

KVCR staff attended Riverside County Board of Supervisors meeting where they are considering a resolution to make the county, "compassionate and inclusionary" for immigrants.







KVCR PUBLIC MEDIA

PBS npr FNX

March 2025

KVCR Financial Statement

Estimated Revenues & Expenditures For 7 Months Ended 1/31/2025

Revenues	
Contributions and Grants	707,898
Underwriting	71,600
Rentals and Leases	198,075
Estimated Revenues*	2,262,688
Interfund Transfers In--SBCCD	798,895
Transfers In--PARS Endowment	1,300,000
Total Revenues	5,359,881
Expenditures	
Classified Salaries	1,469,110
Employee Benefits	632,177
Books and Supplies	16,100
Services and Operating Expenditures	2,741,762
Capital Outlay	8,956
Interfund Transfers Out-SBCCD	-
Total Expenditures	4,868,105
Revenues Less Expenditures	491,777

San Bernardino Valley College

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Celebrating 99 Years of Community, Growth & Transformation

March 2025



SBVC Kicks Off Black History Month with Inspiring Keynote from Dr. Christopher Emdin

San Bernardino Valley College (SBVC) launched Black History Month on February 5, 2025, with an empowering keynote address by Dr. Christopher Emdin in the SBVC Auditorium. Hosted by the SBVC Black Faculty and Staff Association (BFSA), the event set the stage for a month of reflection, learning, and celebration.

Dr. Emdin, the Maxine Greene Chair for Distinguished Contributions to Education at Teachers College, Columbia University, and Director of the Schupf Family IdeaLab at Skidmore College, captivated the audience with his dynamic insights on education, culture, and the power of change. His message resonated deeply, inspiring attendees to embrace the progress ahead.

"You can feel in the air that we're on the cusp of greatness... it's inevitable," Dr. Emdin shared, energizing the crowd with his vision of transformation and empowerment.

Dr. Emdin's extensive background in curriculum and teaching, including his tenure as the Robert Naslund Endowed Chair at the University of Southern California, has made him a leading voice in reimagining education and fostering cultural responsiveness in learning environments. His work continues to inspire students, educators, and communities to engage in meaningful dialogue and action.

The keynote address marked the beginning of a month filled with events dedicated to honoring Black history, achievements, and contributions.

SBVC remains committed to fostering inclusivity and understanding through education, and Dr. Emdin's address served as a powerful catalyst for this ongoing journey.



GOAL 1

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

GOAL 4

ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

UPCOMING EVENTS

March 14 8am	**Annual HS Counselor Conference** Business Conference Center (B-100)
March 14 7pm	**Planetarium Show: Pi Night** Planetarium
March 17-21	**SBVC Annual HBCU Tour** HBCUs in Georgia & Alabama
March 19 2pm	**LGBTQIA+ Movie Night** Library Viewing Room
March 26 6pm	**César Chávez Memorial Dinner** Business Conference Center (B-100)
March 26 3pm	**LA Building Farewell Ceremony** Liberal Arts Building Courtyard
April 4 9am	**MCHS Inspire Success Brunch** Business Conference Center (B-100)

More Events:
valleycollege.edu/calendar

Umoja Enters Spring with 650% Program Growth

The Umoja program welcomed its newest cohort of students at the Spring 2025 Orientation, setting the stage for another semester of growth, connection, and achievement. Enrollment in the program grew by an impressive 650% this semester, reflecting the increasing recognition of Umoja's impact and support for students. Led by Fredrick Jones, alongside Umoja's dedicated counselors and key representatives from Financial Aid, incoming students received valuable insights into the program's highlights and resources. A special moment of the event was the recognition of outstanding students from the previous semester. Their dedication and success were celebrated, reinforcing Umoja's commitment to academic excellence and community support.

One of the exciting perks of being part of the Umoja program is the upcoming Historical Black College University (HBCU) Tour in March. During this tour, students will attend admission info sessions, campus tours, and gain insight into academic programs, extracurricular activities, and campus life at various HBCU campuses in Georgia and Alabama. Attending the HBCU tour is crucial for students as it provides firsthand exposure to historically Black institutions, allowing them to envision themselves in an environment that fosters academic excellence, cultural identity, and community support. Students have the opportunity to make informed decisions about their higher education paths while networking with faculty, staff, and peers who can support their academic and career aspirations.

With another promising semester ahead, Umoja students are set to embark on a journey filled with opportunities, support, and academic achievement.





SBVC Planetarium Reopens for Public Shows

San Bernardino Valley College is excited to announce the grand reopening of the SBVC Planetarium for public shows. The highly anticipated return marks a significant milestone for the campus and local community, offering a revitalized and immersive experience for astronomy enthusiasts of all ages.

The planetarium has been equipped with a brand new, state-of-the-art projector, dramatically enhancing the visual quality and creating a fully immersive environment that brings the wonders of the universe to life. Audiences can now enjoy vivid depictions of celestial bodies, galactic formations, and space phenomena as never before.

"The upgraded technology truly transforms how visitors experience astronomy," said Tom Varden, Planetarium Specialist. "Our goal is to inspire curiosity and make science accessible and engaging for everyone."

The first public show took place on February 7, with additional showings scheduled throughout the semester. These shows offer an excellent opportunity for students, families, and community members to explore the mysteries of space right here on the SBVC campus.

The planetarium's reopening is part of SBVC's broader commitment to providing cutting-edge educational experiences in STEM (Science, Technology, Engineering, and Mathematics) fields.

For a full schedule of upcoming shows, visit www.valleycollege.edu/planetarium. Don't miss this opportunity to journey through the cosmos without leaving San Bernardino!

SBVC Opens the Village: A New Hub for Student Support



This spring, San Bernardino Valley College proudly opened The Village, a new space designed to serve as a centralized hub for essential student support services and faculty offices. The Village was created to house programs and services that were previously located in the Liberal Arts building, providing students with easy access to a variety of resources in one convenient location.

Students can now find vital services in The Village, including the High Tech Center, Staff Resources Center, Adult Education, English as a Second Language (ESL), the Writing Center, Umoja, Honors, and the Dreamers Resource Center. By bringing these services together, The Village fosters a supportive environment that encourages academic success and student engagement.

Faculty offices for key departments are also located within The Village, providing students with greater opportunities to connect with instructors and receive academic guidance.

Whether students need tutoring, technology support, or help navigating their educational journey, The Village is designed to be a welcoming space where all Wolverines can thrive.



SBVC Graduation Rates Up By 12% and Climbing



Recent data from the college's Student Equity Plan analysis shows significant progress in student completions, with the 2021-2022 student cohort already surpassing the previous year's graduation rate by 12%—despite still having time remaining to complete their programs.

Under the Vision Goal Completion metric, students are provided three academic years to graduate after starting at SBVC. For the 2021-2022 cohort, this timeline extends through Spring 2025. Impressively, early results indicate that these students are completing their programs at a higher rate than the previous cohort, underscoring SBVC's ongoing commitment to student success. Research Analyst Samantha Homier noted that while local rates are still improving, they align closely with statewide averages. "Even with time remaining, our students are achieving milestones earlier, which speaks to the effectiveness of SBVC's support services and academic programs," she said.

SBVC President Dr. Gilbert Contreras praised the achievement, highlighting the college's unwavering commitment to student success. "These improved graduation rates are a direct result of the hard work of our students and the dedication of our faculty and classified professionals. We are proud to see our efforts to create an inclusive and supportive learning environment pay off, and we will continue to focus on helping every student reach their goals."

Campus Spotlight

SBVC NextUp Students Win Prestigious Trade Scholarships



Three students from San Bernardino Valley College's NextUp program—Owen, Josiah, and Laura Jean—have been awarded the Brandsource Trade Scholarship, a prestigious national scholarship that provides up to $12,000 over two years for foster youth pursuing trade certifications at two-year colleges or vocational schools.

Out of just five scholarships awarded nationwide, SBVC students claimed three of the spots, demonstrating both the determination of these students and the strength of the support services available through the NextUp program.

"This is a huge achievement for our students," said Evelyn Luna, NextUp Coordinator, who guided the students through the application process and helped them prepare for interviews. "They showcased professionalism, passion, and determination—qualities that the scholarship committee recognized immediately."

The NextUp program at SBVC provides dedicated support services for current and former foster youth, including academic counseling, transportation assistance, financial aid guidance, and resources to promote overall student success. These services proved vital in preparing the students for the rigorous application process.

"It was an incredible opportunity," said recipient Josiah, noting how the scholarship brings him closer to achieving his dream of working in the automotive industry. Laura Jean added, "I didn't expect to get this far, but with the support of the NextUp staff, I believed in myself."

The scholarship, offered in partnership with Foster Love, focuses on empowering foster youth to pursue stable, high-demand careers through trade programs—a pathway that can often be overlooked.

"I'm so proud of Owen, Josiah, and Laura Jean," said Dr. Gil Contreras, President of SBVC. "This accomplishment reflects their hard work and the incredible support of our dedicated NextUp team. At SBVC, we are committed to providing pathways that change lives, and this scholarship is proof of that commitment."

TECH NEWS

"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

Chief Technology Officer

Emergency BluePhone Retrofit

TESS is giving the emergency blue phones at SBVC a cutting-edge upgrade! These essential safety devices are being retrofitted with state-of-the-art LTE connectivity powered by Verizon, ensuring enhanced reliability and functionality to keep the campus safer.

DSO Technology Services

Wireless Infrastructure Upgrade

TESS is upgrading the wireless infrastructure across the District, setting a new standard for speed, coverage, and reliability. Following the successful completion of upgrades at Crafton Hills College in early December 2024, we are thrilled to announce that work has officially begun at SBVC.

This ambitious first-phase upgrade is designed to significantly enhance wireless performance, providing faster speeds and expanded coverage at the campuses. Students, faculty, and staff can look forward to a high-performance network that supports modern learning, collaboration, and innovation.

By modernizing our wireless infrastructure, we're not just improving connectivity — we're creating an environment where technology empowers academic and professional success. Stay tuned as we continue to transform the digital experience district-wide, bringing next-level connectivity to everyone!

DSO Technology Services

CHC Windows 11

With Windows 10 end of life approaching in October, we are working on upgrading all compatible computers to Windows 11. For computers that will not upgrade to Windows 11, we will be replacing them with newer computers. We anticipate this will be completed by the end of this summer.

Crafton Technology Services

Oracle: Transitioning to Modernized Modules and Enhanced Integrations

The Oracle team is driving key improvements, beginning with a migration to a new purchase requisition module, set to replace the current system. In February, version 25A will be installed, introducing the latest updates and features to enhance functionality. The near-completed integration with Questica will enable seamless budget synchronization between the two systems, with updates occurring nightly, and will automate budget transfer requests. These advancements will significantly boost accuracy and efficiency in financial operations.

Enterprise Application Systems

CourseDog

We have been working on an implementation of CourseDog which has functionality to do room and facilities scheduling as well as course/section scheduling. Most of the testing has been done and both colleges have decided to go live with both platforms on 1/30/25. The next phase will be to work on the implementation of the CourseDog catalog module.

Admin Apps & Distance Ed





BookSaver phase 1.5 has launched for spring 2025. Several enhancements were made to the BookSaver process for students to make it easier for them to get opted in as well as change their mind. Now when looking to see if the student has paid for BookSaver, we are no longer requiring the student pay their term balance in full, just the amount for their BookSaver fee. This allows us to send these students who have paid off their BookSaver fee over to Follett so they can get their books. Another enhancement was to develop a web based form that would allow students to change their mind regarding opting in or out up until a certain deadline. All students get to change their mind up until the first 3 weeks of the term. Then only new students (those who have not previously registered for that term) have another 3 weeks to change their mind to account for late start classes.

Admin Apps & Distance Ed

Grand Opening of the New Applied Technology Building

The highly anticipated Applied Technology Building is set to open its doors on January 21st, coinciding with the start of the spring semester. This milestone marks the culmination of years of planning and coordination, and our CTS team has been at the forefront of ensuring a successful launch. We have worked alongside with the Safework team to complete key tasks, including setting up departmental office workstations, imaging and configuring computer labs, relocating copiers, and verifying the functionality of AV technology in the newly completed classrooms. While it's possible some adjustments will be needed as faculty and staff begin utilizing the space, our team is fully prepared to address any issues promptly to ensure operations run smoothly. This project has been a monumental effort, and the dedication of our team highlights our commitment to delivering a cutting-edge facility that will serve the campus community for years to come.

Valley Technology Services



Data Loss Prevention (DLP)

Initial configuration of DLP rules within the Microsoft 365 tenant has been completed. The rules are being run in simulation mode to determine if everything is configured correctly and reporting the appropriate sensitive data when found in email, OneDrive, SharePoint, or Teams.

Security and User Services

Crafton New Wireless Access Points

The Crafton College Technology Service department has completed replacing all wireless access points across the campus with newer units. These new units will give our campus better coverage, reliability and speeds. It will also allow us to continue to improve the Wi-Fi experience our users have when they visit our campus.

Crafton Technology Services

New Mount Vernon Marquee Upgrade

CTS is spearheading the upgrade of the aging Mount Vernon marquee, a vital communication tool for the campus community. Partnering with ECK, our trusted integrator, we are replacing the current marquee with a new state-of-the-art Daktronics display. The upgraded marquee will feature a significantly higher resolution and modern capabilities, enhancing its effectiveness in broadcasting campus events, notifications, and critical information along this high-visibility corridor. To ensure a seamless transition, CTS is working closely with the Marketing team to equip them with the tools and training needed to maximize the potential of this new digital display. Updates on this exciting project will follow as we approach completion.

Valley Technology Services

Fraudulent students

As bad actors keep attacking our district with fraudulent applications we believe in the hopes of gaining access to financial aid money, it is a constant fight to remove them from our system and to also prevent them from getting in the first place. This is a high priority item that we have to constantly work on as hackers find new ways to fraudulently register for classes at both colleges. For spring 2025, the bad actors found another way to register for classes which was to spam the waitlists with fraudulent students in the hopes of getting in a class. There was emergency programming work to find and remove these fraudulent students so actual students on the waitlist can get in those sections.

Admin Apps & Distance Ed

ATPC

The Alternate Text Production Center (ATPC) serves the needs of students with print related disabilities throughout the California Community Colleges by providing electronic files, braille and tactile graphics at no cost. The ATPC is currently in high production season for the spring 2025 semester.

If you are interested in learning more about e-text and braille resources, please contact Marie Zaldivar at mzaldivar@atpc.net or visit www.atpc.net

Alternate Text Production Center

Internet Reliability Improvements

TESS is working with our internet provider, CENIC, to improve the reliability and redundancy of our internet and WAN connections. These upgrades will help ensure consistent connectivity across the District, minimizing disruptions and supporting our growing needs. By strengthening our network, we're building a more dependable foundation for learning, collaboration, and day-to-day operations.

DSO Technology Services

Printing Services: Spring Term Success and Creative Projects

PrintShop successfully completed 200 orders to prepare for the Sprint 2025 term, providing essential materials for staff and students. Notable projects included creating custom banners and producing a lifesize cutout of Ryker, Crafton's mascot. These creative achievements highlight the department's dedication to delivering high-quality work that supports both functional and aesthetic needs on campus.

Enterprise Application Systems



Business Impact Analysis

Work is beginning on a Business Impact Analysis. The process will take some time and will involve the identification of systems and software necessary for various business units to function. Ultimately, the Business Impact Analysis will provide the basis for contingency / continuity planning for multiple organizational functions and serve to prioritize Disaster Recovery procedures according to the tier rankings of the business processes(es) they support.

Security and User Services

LA Swing Space (The Village) Relocation Project

Our CTS team has been instrumental in supporting the successful relocation of staff and faculty from the Liberal Arts building to the LA Swing Space (The Village). This effort is part of the broader initiative to prepare for the demolition of the old Liberal Arts building, making way for the construction of the new Student Services building. The project has included reconnecting computers, patching network connections, and setting up workstations to ensure a seamless transition for staff. As we approach the spring semester, the team will continue to collaborate with staff and faculty returning from winter break, ensuring all technology is operational and ready for a productive semester. This critical project underscores our team's commitment to providing efficient, reliable support during times of change.

Valley Technology Services

Data Sensitivity Labels

Data Sensitivity Labels have been crafted in the M365 tenant to coincide with the data classifications approved in recent policy. The labels should be published and available for use in tagging data and files in the near future, but currently there are no default labels being applied.

Security and User Services

District Web Services: Enhancing Resources and Security

District Web Services recently launched the SBCCDCTA website, providing faculty union members with streamlined access to essential resources and information. The focus has now shifted to creating an HR site dedicated to employee health and wellbeing, aiming to support all staff members with valuable tools and information. Additionally, work is underway to update SSL certificates, ensuring secure and reliable access across district sites. This ongoing effort reflects the developer's commitment to supporting diverse district needs efficiently.

Enterprise Application Systems



Helpdesk and Canvas

The chart below shows the type of Help Desk tickets that are received by volume. Over the past 90 days, the Service Desk received 2815 tickets excluding project requests. Also, there has been a steady increase in the overall usage of Canvas by both colleges.

